



6350 South 3000 East Salt Lake City, Utah 84121

Document Number:	
Title:	
Notes:	
Document Information:	
Revision:	Vault:
Туре:	Status:
Data lafa maratica	
Date Information:	Next Parious Potes
Effective Date:	Next Review Date:
Release Date:	Expiration Date:
Control Information:	
Author:	Previous Number:
Owner:	Change Number:
All dates and times are in	

Printed By: DINESH NERKAR Printed Date & Time: 2022-12-20T06:50:31.340Z



MasterControl, Inc.:					
<b>Policy and Procedure Template</b>					

**Rev: 02** 

Release

Pg. 1 of 3

Date:23 Feb 2016

# POLICY AND PROCEDURE TEMPLATE

### **APPROVALS**

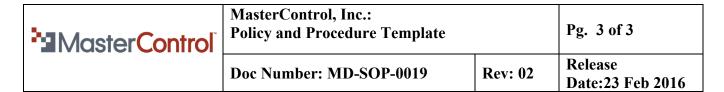
*All approvals are maintained and controlled in the MasterControl*<sup>TM</sup> *system.* Please refer to the MasterControl<sup>TM</sup> system for the current controlled revision and approval records.

### **REVISION HISTORY**

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
D Ade	Initial Release	01	See MasterControl

Draft and Archived/Obsolete revisions are not to be used. Access MasterControl<sup>TM</sup> system to verify revision.

Printed By: **DINESH NERKAR** Printed Date & Time: 2022-12-20T06:50:31.340Z



### 1. PURPOSE

Briefly describe the reasoning or purpose of the document.

### 2. SCOPE

Briefly describe the coverage or scope of what is covered and/or exempted from this process. Please refrain from adding policy or procedure detail in this section.

### 3. **DEFINITIONS**

- Word Definition
- Word Definition

## 4. RESPONSIBILITIES

• Responsible Party – Describe the responsible party responsibilities

# 5. PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)

## 5.1 Process Flow

If applicable insert simple process flow chart or picture here. Keep the flowchart descriptions simple putting the detail in the next subsection. If there is not a flow chart or picture write "Not Applicable".

- 5.2 Procedure/Policy/Work Instruction (remove title that does not apply)
  - 5.2.1 Overview
  - 5.2.2 Details

### 6. APPLICABLE REFERENCES

List of applicable reference documents.

•

Printed By: DINESH NERKAR Printed Date & Time: 2022-12-20T06:50:31.340Z

## **Signature Manifest**

**Document Number:** MD-SOP-0019 Revision: 02

Title: Annual Conference Attendance Policy

All dates and times are in Mountain Time Zone.

## **SOP Approval**

## Collaboration

Name/Signature	Title	Date	Meaning/Reason		
Paul Sanderson (PSANDERSON)					
Dallas Volk (DVOLK)					
Sarah Christensen (SCHRISTENSEN)					
Mark Sloan (MSLOAN)					
Rob Carpenter (RCARPENTER)					
Matt Smith (MATT)		23 Feb 2017, 12:14:58 PM	Complete		

## **Approval**

Name/Signature	Title	Date	Meaning/Reason
Matt Smith (MATT)		23 Feb 2017, 12:16:44 PM	Approved

\*\*This document has been electronically signed\*\*

Printed By: DINESH NERKAR Printed Date & Time: 2022-12-20T06:50:31.340Z