



6350 South 3000 East Salt  
Lake City, Utah 84121

Document Number:

Title:

Notes:

Document Information:

Revision:

Vault:

Type:

Status:

Date Information:

Effective Date:

Next Review Date:

Release Date:

Expiration Date:

Control Information:

Author:


Previous Number:

Owner:

Change Number:

All dates and times are in

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

|   |   |                |  |
|---|---|----------------|--|
|  | <b>MasterControl, Inc.:</b><br><b>Policy and Procedure Template</b> |                | <b>Pg. 1 of 3</b>                          |
|   | <b>Doc Number: MD-SOP-0019</b>                                      | <b>Rev: 02</b> | <b>Release</b><br><b>Date: 23 Feb 2016</b> |

## POLICY AND PROCEDURE TEMPLATE

### APPROVALS

---

*All approvals are maintained and controlled in the MasterControl™ system.*

*Please refer to the MasterControl™ system for the current controlled revision and approval records.*


---

### REVISION HISTORY

| <i>AUTHOR</i> | <i>REVISED SECTION/PARAGRAPH</i> | <i>REV</i> | <i>RELEASED</i>   |
|---------------|----------------------------------|------------|-------------------|
| D Ade         | Initial Release                  | 01         | See MasterControl |

***Draft and Archived/Obsolete revisions are not to be used.***

***Access MasterControl™ system to verify revision.***

|   |   |                |  |
|---|---|----------------|--|
|  | <b>MasterControl, Inc.:</b><br><b>Policy and Procedure Template</b> |                | <b>Pg. 3 of 3</b>                          |
|   | <b>Doc Number: MD-SOP-0019</b>                                      | <b>Rev: 02</b> | <b>Release</b><br><b>Date: 23 Feb 2016</b> |

## 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.*

-

## 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\*\***