![MasterControl logo]	**MasterControl, Inc.:** **Policy and Procedure Template**		**Pg. 1 of 3**
	Doc Number: MD-SOP-0028	**Rev: 01**	**Release Date:28 Feb 2015**

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

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™ system to verify revision.

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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

- <u>Word</u> – Definition
- <u>Word</u> – Definition

4. RESPONSIBILITIES

- <u>Responsible Party</u> – 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.

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This document has been electronically signed