



MasterControl, Inc.:
Policy and Procedure Template

Pg. 1 of 3

Doc Number: MD-SOP-0040
Portrait/Landscape

Rev: 02

Release
Date:8 AUG 2022

POLICY AND PROCEDURE TEMPLATE

The purpose of this document is to test display of repeating values in info card on print overlay.

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



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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

- 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.

