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Salt Lake City, Utah 84121

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MD-SOP-0016 R- 02

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|---|---|----------------|----------------------------------|
|  | MasterControl, Inc.: Policy and Procedure Template | | Pg. 1 of 3 |
| | Doc Number: MD-SOP-0016 | Rev: 02 | Release Date: 23 Feb 2016 |

POLICY AND PROCEDURE TEMPLATE

APPROVALS

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

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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.

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MD-SOP-0016 R-02

BATCH ID: SEP-2022-9

SITE: 123*

Signature Manifest

Document Number: MD-SOP-0016

Revision: 02

Title: ABC01234 Protocol Writing Procedure

All dates and times are in Mountain Time Zone.

SOP Approval

Collaboration

| Name/Signature | Title | Date | Meaning/Reason |
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Approval

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