| **Document Type** | **SOP/RD Document ID** | **SOP/RD Title** | **Ver.** | **Effective Date** | **Reason** |
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| **Prepared by:** (Team Manager or Head of Department) | | | | | | |
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| **Approved by:** (CEO) | | | | | | |
| Comments, if needed:  **<<[getConfirmedBy().getComments()]>>** | | | | | | |
| <<[getConfirmedBy().getName()]>> |  | <<[ getConfirmedBy ().getJobTitle()]>> |  | <<image [getConfirmedBy().getSign()]>> |  | <<[ getConfirmedBy ().getDate()]>> |
| Name |  | Title |  | Signature |  | Signature Date (DD-MMM-YYYY) |