* **Requester Information**

|  |  |
| --- | --- |
| Name of Requester | <<[getForm().getNameOfRequester()]>> |
| Team/Department | <<[getForm().getTeamDept()]>> |
| Protocol Title or No. | <<[getForm().getProtocolTitleOrNo()]>> |
| Project Manager or Team Manager | <<[getForm().getProjectOrTeamManager()]>> |

* **External Customer Information**

|  |  |
| --- | --- |
| **Company Name or Institute Name** | <<[getForm().getCompanyNameOrInstituteName()]>> |
| **External Customer Name, Email, Job Title** | * <<foreach [in getForm().getExternalCustomers()]>>Name:<<[getName()]>> * Email:<<[getEmail()]>><<if [getJobTitle() != null && getJobTitle() != „“]>> * Job Title:<<[getJobTitle()]>><</if>><</foreach>> |
| **Request Date**  **(Date or Period to access e-SOP system)** | <<[getForm().getStrRequestDate()]>> |
| **Requested Documents** | <<if [getForm().isRequestedSOP()]>><<else>><</if>> SOP  *<<if [getForm().isRequestedSOP()]>><<foreach [in getForm().getRequestedDocumentSOPs()]>><<[getDocInfo()]>>*  *<</foreach>><</if>>*  <<if [getForm().isRequestedRD()]>><<else>><</if>> RD  *<<if [getForm().isRequestedSOP()]>><<foreach [in getForm().getRequestedDocumentRDs()]>><<[getDocInfo()]>>*  *<</foreach>><</if>>*  <<if [getForm().isDigitalBinder()]>><<else>><</if>> Digital Binder  *<<if [getForm().isDigitalBinder()]>><<foreach [in getForm().getDisclosureDigitalBinders()]>><<if [indexOf() > 0]>>,<</if>><<[getUser().getEngName()]>>*  *<</foreach>><</if>>* |
| **Type of Document Access** | <<if [getForm().getDocumentAccess().name() == „PDF“]>><<else>><</if>> PDF *(via e-SOP system)*  <<if [getForm().getDocumentAccess().name() == „HARDCOPY“]>><<else>><</if>> Hardcopy  <<if [getForm().getDocumentAccess().name() == „OTHER“]>><<else>><</if>> Other: <<if [getForm().getDocumentAccess().name() == „OTHER“]>>*<<[getForm().getDocumentAccessOther()]>><<else>> <</if>>* |
| **Purpose of Disclosure** | <<if [getForm().getPurposeOfDisclosure().name() == „INSPECTION“]>><<else>><</if>> Inspection  <<if [getForm().getPurposeOfDisclosure().name() == „AUDIT“]>><<else>><</if>> Audit  <<if [getForm().getPurposeOfDisclosure().name() == „ASSESSMENT“]>><<else>><</if>> Assessment/Evaluation Visit  <<if [getForm().getPurposeOfDisclosure().name() == „OTHER“]>><<else>><</if>> Other:<<if [getForm().getPurposeOfDisclosure().name() == „OTHER“]>> *<<[getForm().getPurposeOfDisclosure()]>><<else>> <</if>>* |

* It is recommened that the requester submit ‘**SOP & Digital Binder Disclosure Request Form’** to QA team via e-SOP system within 5 working days prior to SOPs/RDs/Digital Binders disclosure.
* **‘Agreement to Collect and Use Personal Information’ (SOP-AD0001\_RD11) and** ‘**Non-Disclosure Agreement for SOP’ (SOP-AD0001\_RD12)** should be acquired before the external customer access to the e-SOP system.

**Requested by: (Dt&SanoMedics employee)**

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| --- | --- | --- | --- | --- | --- | --- |
| <<[getReportedBy().getName()]>> |  | <<[getReportedBy().getJobTitle()]>> |  | <<image [getReportedBy().getSign()]>> |  | <<[getReportedBy().getDate()]>> |
| Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |

<<if [isReviewer()]>><<foreach [in getReviewers()]>>

**Reviewed by:** **(Project Manager or Team Manager)**  **Accepted**  **Rejected**

(If a requester is a project manager or team manager, the Head of Department should be the reviewer.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review Comments:** <<[getComments()]>> | | | | | | |
| <<[getName()]>> |  | <<[getJobTitle()]>> |  | <<image [getSign()]>> |  | <<[getDate()]>> |
| Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |

<</foreach>><<else>>

**Reviewed by: (Project Manager or Team Manager)**  **Accepted**  **Rejected**

(If a requester is a project manager or team manager, the Head of Department should be the reviewer.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review Comments:** | | | | | | |
| N/A |  | N/A |  | N/A |  | N/A |
| Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |

<</if>>

**Approved by: (QA Team)**  **Approved**  **Not Approved**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review Comments: <<[getConfirmedBy().getComments()]>>** | | | | | | |
| <<[getConfirmedBy().getName()]>> |  | <<[ getConfirmedBy ().getJobTitle()]>> |  | <<image [getConfirmedBy().getSign()]>> |  | <<[ getConfirmedBy ().getDate()]>> |
| Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |