|  |  |
| --- | --- |
| Name of Requester | «${form.NameOfRequester}» |
| Name of Team/Department | «${form.NameOfTeamDept}» |
| Request For | «#if($form.NewSOPDevelopment)»«#else»«#end» New SOP Development |
| «#if($form.NewRDDevelopment)»«#else»«#end» New RD Development |
| «#if($form.SopRevision)»«#else»«#end» SOP Revision*«#foreach($form.SopRevisionDocs in $sop)$»* «#end» |
| «#if($form.RdRevision)»«#else»«#end» RD Revision*No./title/version of RD to be revised* |
| Reason for the request | *«${form.ReasonForTheRequest}»* |

* **Requester Information**

«#foreach($approvalLine in $approvalLines»

**«#if($approvalLine.LineType == "Approved »**

**Reviewed by: ** **Accepted  Rejected**

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

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

**«#end»**

**«${approvalLine.LineType}»:**  **Accepted  Rejected**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Comments:**«${approvalLine.comments}» | | | | | | |
| «${approvalLine.Name}» |  | «${approvalLine.JobTitle}» |  |  |  | «${approvalLine.Date}» |
| Print Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |

«#end»