|  |  |
| --- | --- |
| Name of Requester | <<[getForm().getNameOfRequester()]>> |
| Name of Team/Department | <<[getForm().getNameOfTeamDept()]>> |
| Request For | <<if [getForm().isNewSOPDevelopment()]>><<else>><</if>> New SOP Development <<foreach [in getForm().getSopDevelopmentDocs()]>>  <<[getDocInfo()]>>  <</foreach>> |
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| Reason for the request | *<<[getForm().getReasonForTheRequest()]>>* |

* **Requester Information**
* **Requested by**

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| --- | --- | --- | --- | --- | --- | --- |
| **Comments, if required:**  <<[getReportedBy().getComments()]>> | | | | | | |
| <<[getReportedBy().getName()]>> |  | <<[getReportedBy().getJobTitle()]>> |  | <<image [getReportedBy().getSign()]>> |  | <<[getReportedBy().getDate()]>> |
| Print Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |

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

* **Reviewed by (Requester’s Team Manager)**  **Approved**  **Not approved**

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

<</foreach>><<else>>

* **Reviewed by (Requester’s Team Manager)**  **Approved**  **Not approved**

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| **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**

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