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| --- | --- | --- | --- |
| **TITLE:** | SOP New File from Template | | |
| **sop #:** | IT-02 | **revision #:** | 1 |
| **EFFECTIVE DATE:** | May 25, 2020 | | |
| **OWNER:** | Jerome Tacbad | | |

## REVIEWERS

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Elhadj Diallo | Business Intelligence Developer and Analyst | Signed | May 25, 2020 |
| Kazi Islam | Systems and Technical Analyst, TMS | Signed | May 25, 2020 |

## APPROVER

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| TestDevUser | Test Dev user | Signed | May 25, 2020 |

# 1.0 purpose

# 2.0 SCOPE

# 3.0 equipment

# 4.0 definitions

|  |  |
| --- | --- |
| **Definition** | **Explanation** |
|  |  |

# 5.0 Responsibility

|  |  |
| --- | --- |
| **Responsibility** | **Activity** |
|  |  |

# 6.0 policy

## 6.1 GENERAL

# 7.0 references

# 8.0 revision history

|  |  |  |
| --- | --- | --- |
| **Revision #** | **Revision Date** | **Description** |
|  |  |  |