|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE:** | TEST7 SOPTemplate | | |
| **sop #:** | IT-01 | **revision #:** | 2 |
| **EFFECTIVE DATE:** | April 30, 2020 | | |
| **OWNER:** | Kazi Islam | | |

## REVIEWERS

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Hellen Patrick | Imaging and Indexing Clerk | Signed | April 30, 2020 |
| Rachana Shirsat | Accounts Payable Specialist | Signed | April 30, 2020 |
| Becher Traboulsi | Service Desk Analyst | Signed | April 30, 2020 |

## APPROVER

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Martin Schmidt | Sr. Analyst | Signed | April 30, 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** |
| 1 | April 30, 2020 |  |