**STANDARD OPEARING SYSTEM**

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| **SOP Number:**  | **Insert Number** |
| **SOP Title:** | **Document Control** |
|  | NAME | TITLE | SIGNATURE | DATE |
| Author |  |  |  |  |
| Reviewer |  |  |  |  |
| Authoriser |  |  |  |  |

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# purpose

# introduction

# Scope

# responsibilities

## Chief/Principal Investigator

# specific procedure

## Version control and naming convention

## Other considerations

## Storage and archiving

# forms/Templates to be used

# Internal AND EXternal references

## Internal References

## External References

# Change History

| SOP no. | EffectiveDate | Significant Changes | PreviousSOP no. |
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