**APPROVAL BLOCK**

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| ApprovalS | **Title** | **SIGNATURE/DATE** |
| Prepared By: |  |  |
| Reviewed By: |  |  |
| Approved By: |  |  |

1. **PURPOSE**
2. **SCOPE**
3. **REPONSIBILITIES**
4. **REFERENCES**
5. **BUSINESS REQUIREMENTS**
6. **PROCEDURE**

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| Responsible Party | Action Step |
|  | **Creation and Routing of an SOP and/or Working Instruction** |
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|  | **Revising and Routing of an SOP and/or Working Instruction** |
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|  | **Approving an SOP and/or Working Instruction** |
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1. **DEFINITIONS/ACRONYMS**
2. **FORMS**

**VERSION HISTORY**

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| VERSION | **EFFECTIVE DATE** | **DESCRIPTION OF CHANGE** |
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