# 1. Master SOP

## 2. Objectives & Scope

## 3. Abbreviations and definitions

## 4. Tasks, responsibilities and accountabilities

|  |  |  |
| --- | --- | --- |
| Task | Authorized | Responsible |
| Determining verifiers of documents |  |  |
| Verification content-wise |  |  |
| Developing quality documents |  |  |

## 5. Procedure

### 5.1 SOPs

### 5.2 Developing quality documents

### 5.3 Coding of quality documents

## 6. Related Documents

## 7. Related Forms

## 8. References

## 9. Attachments

For general authorizations refer to the Authorization Matrix.

|  |  |  |
| --- | --- | --- |
| Task | Authorized | Responsible |
|  |  |  |
|  |  |  |
| Task | **Authorized** | **Responsible** |
|  |  |  |
|  |  |  |

## 9. Problem solving

## 10. Related Documents

## 11. Related Forms

## 12. References

## 13. Attachments