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| --- |
| Company A |
| Standard Operating Procedure |
| SOP-001 |

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| TITLE |

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| --- | --- | --- | --- | --- |
| Supersedes: |  | Effective Date: | DD/MMM/YY | |
| Author: |  | ..................................... | Date: | ....................... |
| Approved by Management: |  | ..................................... | Date: | ....................... |

purpose

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# scope

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# responsibility

# Background

# procedure

## Production, Review, and Approval of Policies, SOPs and Guidelines

### New Document Proposal

### Document Development

### Document Review

### Document Approval

### Releasing the Approved Document

### Document Management

## Document Review Cycle and Update Process

## Retiring Approved Documents

## Production, Review, and Approval of Forms

### New Form Proposal and Development

### Form Review, Approval and Release

### Form Management

# Review and Revisions

# Contingencies

# reason for change

# Previous history of sop

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| --- | --- | --- | --- |
| **SOP** | **Version number** | **Effective date** | **Retirement date** |
| Company A-SOP-001 | XX | DD/MMM/YY | DD/MMM/YY |
| Company A-SOP-001 | XX | DD/MMM/YY | DD/MMM/YY |
| Company A-SOP-001 | XX | DD/MMM/YY |  |