| **Document Change Information – For DCR Originator Use** |
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| **Document Author**: | Name of the author issued the document requiring changes. |
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| **Target Effective Date**: | Click or tap to enter a date. |
| **Purpose of change** |  |
| **Descriptions** |  |
| **Training Required?** | [ ]  **Yes**      [ ]  **No** | **Type of Training** |  |
| **If yes, indicate scope (Departments requiring training)** |  |
| Please add Departments or Teams to be **excluded**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Type of Change** | **Major Revision**(Substantive process changes) | **Minor Revision**(Administrative or typographical changes, not affecting product or process) | **New document** | **Make obsolete** |
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**Document revision history**

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| **Version** | **Valid from** | **Description of the revision** | **Reason for the revision** |
| 1 | See header | Initial SOP introduction | QMS implementation |