**Note:** All text contents in blue and italics shall be adapted. All blue italics in the body of this document are to be deleted or adjusted by the author before sending the document for review. This template is to be adjusted according to requirements for Master Documents.

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# Purpose

The purpose of this Choose an item. is to [introduce all activities which are regulated in this document and/or for which activities this document is to be applied].

# Scope

This Choose an item. is valid at Organisation Name for all Organization or below-mentioned Departments. The respective training shall be given in accordance with  **SOP-10 Training Management.**

* List of Departments (if document is not valid for all Organisation)

# Responsibilities

Responsible for the content of this Choose an item. is [add Designation e.g., Department Head or Team Lead]. Add the required responsibilities.

| **Role** | **Definition/Task** |
| --- | --- |
| Role or Designation |  |

# Definitions, terms and abbreviations

~~[~~*Add lines as required]*

| **Term/abbreviation** | **Definition at Organisation Name** |
| --- | --- |
|  |  |

# Workflow

This is the heart of the document. Central processes, activities or work steps shall be explained here in detail. Appendices shall be used to record the processes and activities. Several sub-sections can be inserted. Work processes can be presented graphically or in tabular form in this section.

Figures (see Figure 1) and tables can be included in this section or its sub-sections using the “references” tab. Cross references shall be also added automatically). Mention the QM storage location (folder) of the generated records.

**FIGURE**

Figure 1: Add title of the figure (Include legend, description if required)

# Applicable documents

[Please list all relevant applicable documents], e.g.

MD-01 Quality Manual

SOP-01 Documentation Management

# Appendices

The following appendix(ces) is/are integral part of this Choose an item.: [Please list all relevant appendices]

Appendix [Title and Type of appendix]

Appendix [Title and Type of appendix]

# Document revision history

*Whenever a document is revised, the text “See header” is replaced by the implementation date of the previous version, and “See header” is entered as the valid date of the next revision version.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Valid from** | **Description of the revision** | **Reason for the revision** |
| 1 | DD.MM.YYYY | *Enter main purpose for revision* | Enter relevant reason |