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STANDARD PROCEDURE FORM

MANAGEMENT SYSTEM PROCEDURE

Document ID: MSP-XXX

**Document Approval History**

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| --- | --- | --- | --- |
| **Document Revision No.** | **Effective Date** | **Created**  **by:** | **Reviewed & Approved**  **by:** |
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**Document Revision History**

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| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| XX | N/a | Published |
|  |  |  |

# Purpose

Sample purpose text goes here.

# Definitions

|  |  |
| --- | --- |
| Concept | Definition |
| Definition 1 | Sample definition 1 text. |
| Definition 2 | Sample definition 2 text. |
| Definition 3 | Sample definition 3 text. |

# Roles & Responsibilities

Sample roles & responsibilities text goes here.

# Procedure

## Sample Procedure Title 1

### Sample Procedure Sub-title 1

* Sample Procedure Bullet Point 1
* Sample Procedure Bullet Point 2
* Sample Procedure Bullet Point 3

# References

Sample reference document 1

Sample reference document 2