Manual: <Title>

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| --- | --- | --- | --- |
| Document information, authorship and approvals | | | |
| Author signs to confirm technical content | | | |
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# Purpose

The purpose of this manual is to describe the requirements for [insert purpose]… at <Company Name>.

# Scope

The scope of this manual includes… [insert the scope of the manual]

Excluded from this manual are:

* xxx
* xxx

Add or remove content as required.

# Responsibilities

The following table lists the key roles and responsibilities applicable to this manual.

|  |  |
| --- | --- |
| Role | Responsibility |
|  | List key responsibilities for each role mentioned within the manual. |
|  |  |
|  |  |
|  |  |

# Heading 1

## Heading 2

### Heading 3

Normal style

Use paragraph text if the section does not contain a series of steps.

### Heading 3

Complete the following steps to…

|  |  |
| --- | --- |
| Step | Action |
| 1 | Use a Step/Action table when the section contains a series of more than 2 steps. |
| 2 |  |
| 3 |  |

## Heading 2

Normal style

Use paragraph text if the section does not contain a series of steps.

### Heading 3

Definitions

Amend as required or delete.

| Term | Definition |
| --- | --- |
|  | Insert terms/abbreviations and definitions for those used within the manual. Do not include any terms or abbreviations not used within the manual. |
|  |  |
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Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
|  |  |  |  |
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| Associated forms and procedures | |
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| Doc. No. | Document Title |
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List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions)

| Associated records | |
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List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

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