Procedure: <Title>

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| --- | --- | --- | --- |
| Document information, authorship and approvals | | | |
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Table of Contents

[1. Heading 1 3](#_Toc405559974)

[2. Heading 1 3](#_Toc405559975)

[2.1. Heading 2 3](#_Toc405559976)

[2.2. Heading 2 3](#_Toc405559977)

[2.2.1. Heading 3 3](#_Toc405559978)

[1.1.1.1. Heading 4 3](#_Toc405559979)

# Heading 1

Normal style

Subtle emphasis

Add content as required.

# Heading 1

Normal style

## Heading 2

Normal style

## Heading 2

### Heading 3

#### Heading 4

* Bullet 1
* Bullet 2

1. Numbered step 1
2. Numbered step 2

Caption:

|  |  |
| --- | --- |
| Step | Action |
| 1 | Type step descriptions here... |
| 2 | * Table bullet |
|  |  |

Addition information/Appendices/Attachment

Amend as required or delete.

Attachments - Forms may be attached to the procedure that references them depending on a company’s systems and preferences. Ensure that there is adequate identification of the attachment if it will be printed and used to record GMP data. Eg.

Attachment: Title...

Page X of X – these will need to be added manually as the page numbers for an attachment will differ from the automatic page numbers of the procedure located in the footer.

Definitions

Amend as required or delete.

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

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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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.

DOCUMENT END