Procedure: <Title>

|  |  |  |  |
| --- | --- | --- | --- |
| Document information, authorship and approvals | | | |
| Author signs to confirm technical content | | | |
| Prepared by: | Job title: | Signature: | Date: |
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# 

# Purpose

The purpose of this procedure is to describe the requirements for [insert purpose]… at [Company].

# Scope

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

Excluded from this procedure are:

* e.g. non-GMP areas or systems related to the scope of the procedure
* e.g. related areas or systems documented in a different procedure

Add or remove content as required.

# Responsibilities

The following roles and responsibilities are associated with this procedure.

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

# Procedure

## Heading 2

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]

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. |
|  |  |
|  |  |
|  |  |
|  |  |

Document Information

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

Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions)

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

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