

## Standard Operating Procedure Medical Office

| SOP NO.     | 10                 |
|-------------|--------------------|
| WRITTEN BY: | Anthony Carmichael |
| DATE:       | December 3, 2028   |



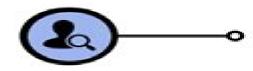
#### PURPOSE:

The purpose of this SOP is to establish a consistent and controlled method for documenting changes made to machines.



#### SCOPE:

This SOP applies to all machines in the facility.



#### RESPONSIBILITY:

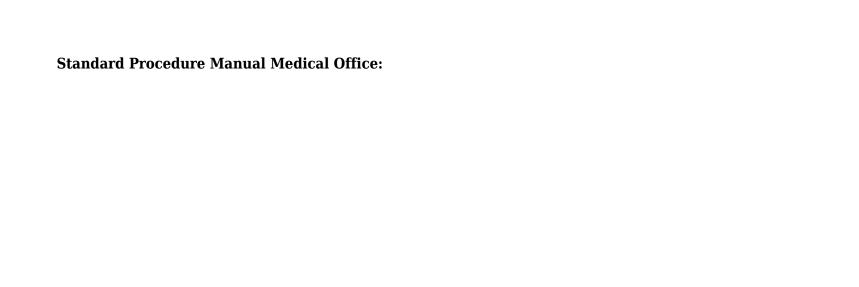
The person responsible for this SOP is the Quality Manager.

#### PROCEDURE:

- When a change is made to a machine, the machine's documentation (schematic, drawing, PLC program, etc.) must be updated to reflect the change.
- The person responsible for making the change must update the documentation and submit it to the Quality Manager for review and approval.
- The Quality Manager will review the documentation and, if necessary, make changes.Once the documentation has been approved, it will be filed in the machine's file.
- Any changes made to the machine without prior approval from the Quality Manager may result in disciplinary action.

# **Standard Procedure Manual Medical Office**

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