

Policy Writing Activity



In this activity, each group will be assigned an audit number and will write a policy. The group will determine if a SOP is needed. If needed then describe the SOP, decide if you will need a record or log and what it would entail along with any other documentation required to satisfy the requirement.

Audit Number: _____

1	POLICY
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2	STANDARD OPERATING PROCEDURES
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3	RECORD AND DOCUMENTATION
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4	OTHER
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