

Standard Operating Procedure

Title: Control of Microbiology Test Methods

Author: Correct Author's name of the proposed new version of the document.
Company: Correct company name; i.e. %GMP+.
Click **OK**.

5.2.4 Complete Word Document Header

Select the **View => Header and Footer** menu option and complete or update all fields in the Header.

Save and **Close** the Word document.

5.3 Processing of Draft Documents

5.3.1 Set Security attributes on draft document

5.3.1.1 Set Security attributes under %Tools+to %Password required to open+and %Password required to modify+checking the %Read Only+box. Lab Manager assigns appropriate Password.

5.3.2 Route Master Document

5.3.2.1 Print saved draft and route for signatures.

5.3.2.2 Once routed and approved provide document to Microbiology Lab Manager.

5.4 Processing of Approved Documents

5.4.1 Move Word Documents

5.4.1.1 For New Documents: Move the Word document from the Draft folder to the Effective folder.

5.4.1.2 For Amendment to Existing Documents: In addition to **section 5.4.1.1**, moves the previous Word document version from the Effective folder to the superseded folder.

5.4.2 Check Approved Master Document

Check Approved Master Document and ensure that:

- ✓ all signatures are present;
- ✓ the page numbering is correct

If any errors found, return Approved Master Document to the initiator for correction.

5.4.3 Create PDF Document

5.4.3.1 Scan signed document into PDF format.

5.4.3.2 Save PDF utilizing the following format: %MTM#### v#; i.e. %MTM0005 v1+into the distributed folder.

5.4.3.3 Set security access by under the Secure option selecting %Require a password to open the document+. Lab Manager assigns appropriate Password.

5.4.3.4 Set properties of the PDF.

5.4.3.4.1 Into the *Title* field, type the document title.

5.4.3.4.2 Into the *Author* field, type the author's name.

5.4.3.5 For Amendment to Existing Documents: In addition to **sections 5.4.3.1 – 5.4.3.4** moves the previous PDF document version from the Distributed folder to the Superseded folder. NOTE: Only the current active version should be in the Distributed folder.