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| **S****A****P** | **#** | *Title (Paraphrase)***□Training □Reporting □Software □Other** |
| **I****TEM** | **Internal Audit References***(one section per row)* | **Quality Manual References***(appropriate sections)* | **SAP References** *(appropriate sections)* | **Other References** *(templates, forms, and other SAPs as applicable)* | **Objective Evidence** *(short description and file name as applicable)* | **Gaps and Action Items if Applicable***(conformity with documentary standards (i.e., ISO/IEC 17025, NIST Handbooks, SOPs, etc) and lab practices; add short description as applicable)* |
| 1 |  |  |  |  |  |   |
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\*Add or remove rows as needed

**Observations** *(Are other requirements not addressed in this SAP? Any opportunities to simplify? Records organized?)*: