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| **S**  **A**  **P** | **#** | *Title (Paraphrase)*  **□Training □Reporting □Software □Other** | | | | |
| **I**  **T E M** | **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)* |
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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?)*: