

**STANDARD OPERATING PROCEDURE  
JAWATANKUASA BIOKESELAMATAN UNIVERSITI (IBC)**

<b>Project Title :</b>	
<b>P.I.C :</b>	
<b>Faculty :</b>	

**(NAME OF THIS STANDARD OPERATING PROCEDURE)**

Standard Operating Procedure No.	
Revision No:	
Original Date of Issue:	
Revision Date:	
Revised by:	
Approved by:	

Background: (What requirements will this standard operating procedure meet?)

Purpose: To provide instruction on ...

Related Standards and Procedures:

- List any related standards, good operating practices or other standard operating procedures.
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Procedure:

- List the tasks step by step to provide instruction on how to perform this procedure.
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Related Forms and documentation:

- List the forms pertaining to this procedure.
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Records:

- List the records that will be kept as a result of this procedure.