Procedure: [Special Process Doc Title]

1. SUMMARY
   1. The purpose of this procedure is to define the controls for special processes.
   2. “Special processes” are those processes where the output cannot be verified through traditional inspection, testing or other means. Special process outputs typically can only be verified by destroying the product (destructive testing) or through a method outside of the capability of the company. In some cases, the special process output cannot be verified at all.
   3. The [who?] is responsible for implementation and management of this procedure.
2. REVISION AND APPROVAL

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| --- | --- | --- | --- |
| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| [Rev Number] | [Date of Issue] | Original issue. | [Procedure Approver Name] |
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1. SPECIAL PROCESSES
   1. The following special processes have been identified as being used by [Short Client Name]. The table below provides the controls over these special processes. (edit table as required)

| Special Process | Specifications | Personnel Requirements | Equipment Requirements | Parameter Controls | Additional Verification Methods |
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