Please complete the relevant section of this form to request the creation of an SOP or associated document within either the GCP compliant Quality Management System, or ISO/IEC 17025:2017 Quality Management System and email to:

**NHS Grampian - University of Aberdeen QA Manager (or document controller):**

**richard.cowie@nhs.scot**

The Initiator will be notified of outcome usually within one month of receipt of form.

**Initiator**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Date of request |  | Email |  |

**Create New Document**

|  |  |
| --- | --- |
| Title |  |
| Document type (i.e SOP, User Guide, Template)  |  |
| Reason for creation request |  |

**To be completed by QA Manager (or delegate)**

|  |  |  |  |
| --- | --- | --- | --- |
| Severity (please circle) | Normal | Low | High |
| Date received from initiator |  |
| Date referred for approval |  |

**To be completed after discussion with reviewers/CROG**

|  |  |  |  |
| --- | --- | --- | --- |
| Date received |  | Approved? (please circle) | Yes / No  |
| Date of decision |  |  |
| Outcome |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date  |  | Signed |  |
| Date initiator informed of outcome |  | Signed |  |