# STANDARD DOCUMENT

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**REVISION HISTORY**

*When the document is the initial version:*

**Document number**: record the document and version number

**Revision date**: record effective date of the document or “see page 1”

**Details of revision**: state, “Initial version” or “New Document”

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## REVISION HISTORY

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| **Document number** | **Effective date** | **Author** | **Details of revision** |
| 2.04.002 |  | SBP | Initial release |