



## Document Location in Satellite File

(Ref. [SOP QMS-005](#))

This form is to be used if a document (e.g. SOP) is not filed in the Satellite File but is located elsewhere in the Team Area, e.g. placed on a machine.

Please fill in this form so that the File Administrator can locate the document if it is superseded/cancelled.

File this form in the sleeve where the document (e.g. SOP) would normally be filed in the Satellite Documentation File.

Satellite File No.			
Doc. No.		Version No.	
Title			
is located  at			