

To: GAM-145
From: QA department
cc: -
Issue: 17082021-02
Re: Internal Document Control

Dear All,

Kindly note that all forms and internally published manual intended for AMO operation use shall be registered and controlled by QA Department in accordance with Quality Procedure Manual Part 2.9, Internal Documents Control.

For any new or revised documents, application shall be made to Quality Assurance Department using Document Change Request form (GAM/Q-070). A complete submission shall include the following items:

1. Document change request form (GAM/Q-070)
2. Draft of new or revised document
3. Instruction for filling up form (if new form)

The draft of new or revised document shall be reviewed and approved by the Head of Department prior to submission to QA department. Please refer to Quality Procedure Manual part 2.9, Internal Documents Control for further information.

*Document shall refer to form and internally published manual.

Thank you.

Omar bin Ahmad
Quality Assurance Manager