

Internal memo no.: 917/11- QC

Date:

Subject: Scanning of documents to M-codex – QC.

Key words: Scanning

1. Documents to be scanned and uploaded on M-codex of all projects.
 - a. Cubes reports.
 - b. Quarterly report
2. Documents to be scanned and destroyed after scanning
NA
3. Documents not to be scanned:
NA
4. Documents that will be optionally scanned.
NA
5. Documents that can be destroyed 3 months without scanning:
NA

Responsibility of scanning:

- a. QC team is responsible for scanning the documents.