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	BULK SCANNING PROCESS		PAGES
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PURPOSE

The objective of this document is to ensure that scanning of files/document in bulk is done properly.

SCOPE

Scanning process is applicable to OPS and Customer Service.

REFERENCE

N.A

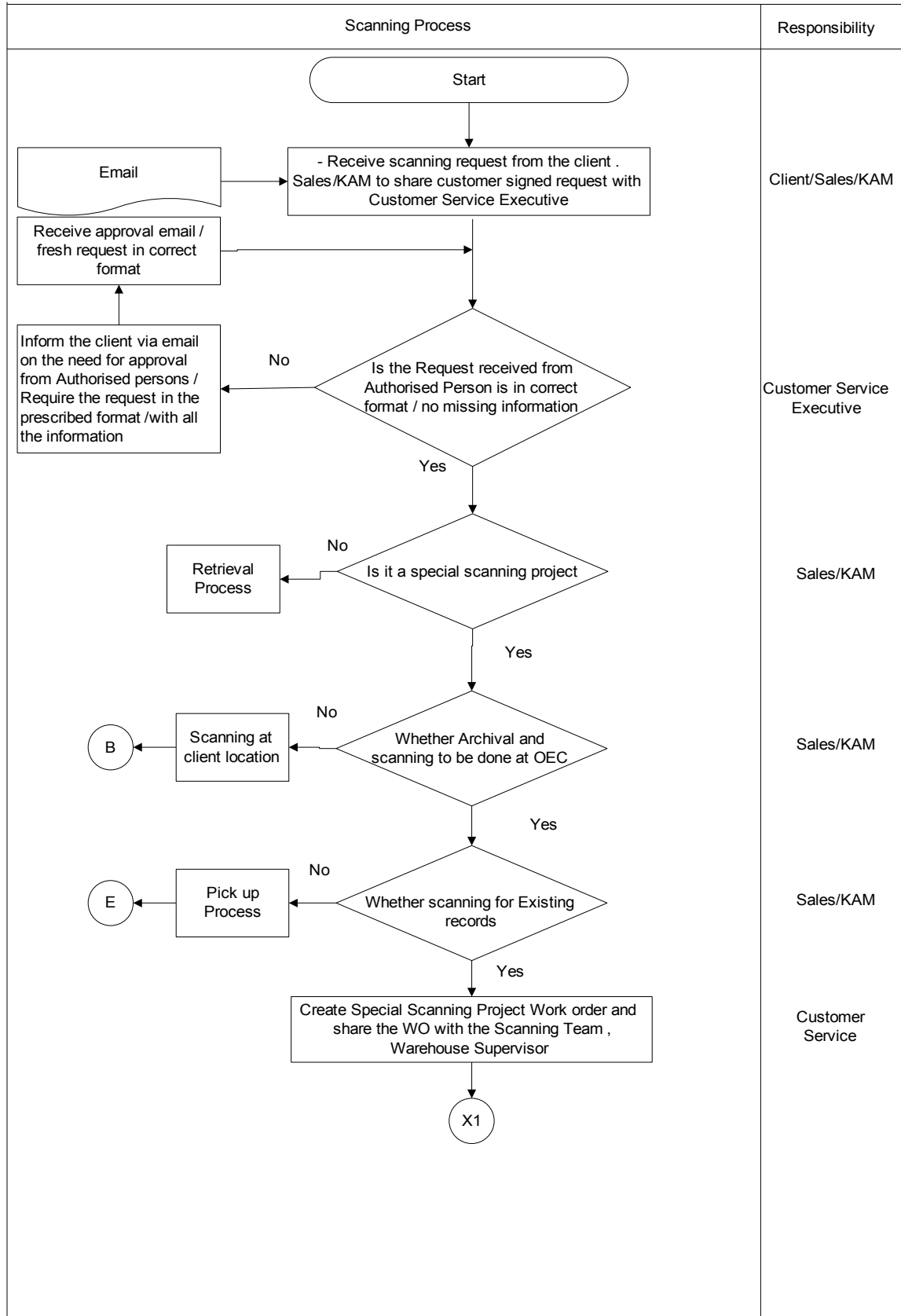
RESPONSIBILITY

- a) The branch manager is the owner for scanning process at OEC Records Center. He is authorized to designate trained staff from his team to sign on behalf of the company in specified forms and records.
- b) Quality of this procedure is the responsibility of the branch manager.

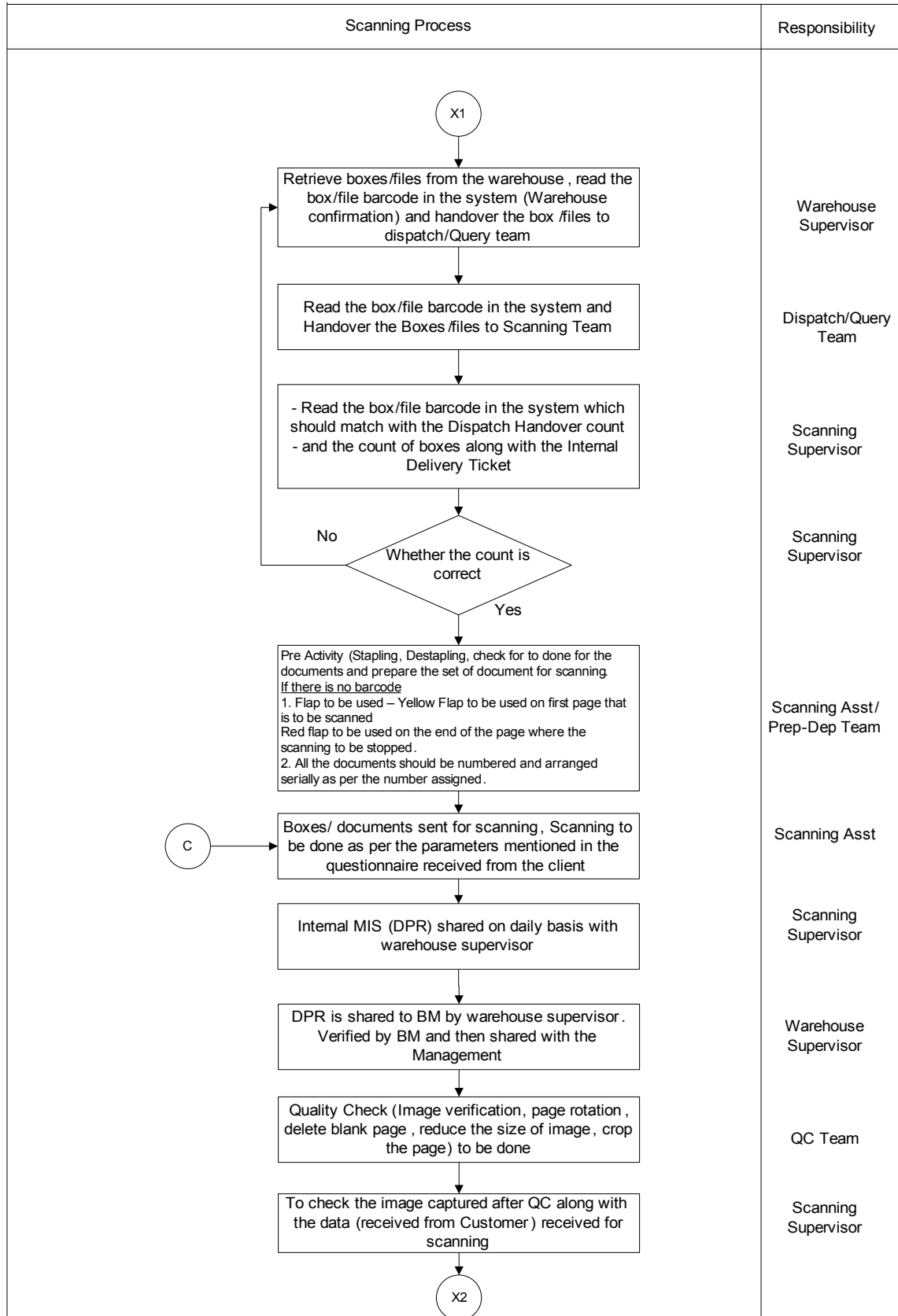
PROCEDURE / DESCRIPTION OF ACTIVITIES

Process for Normal and Bulk Scanning

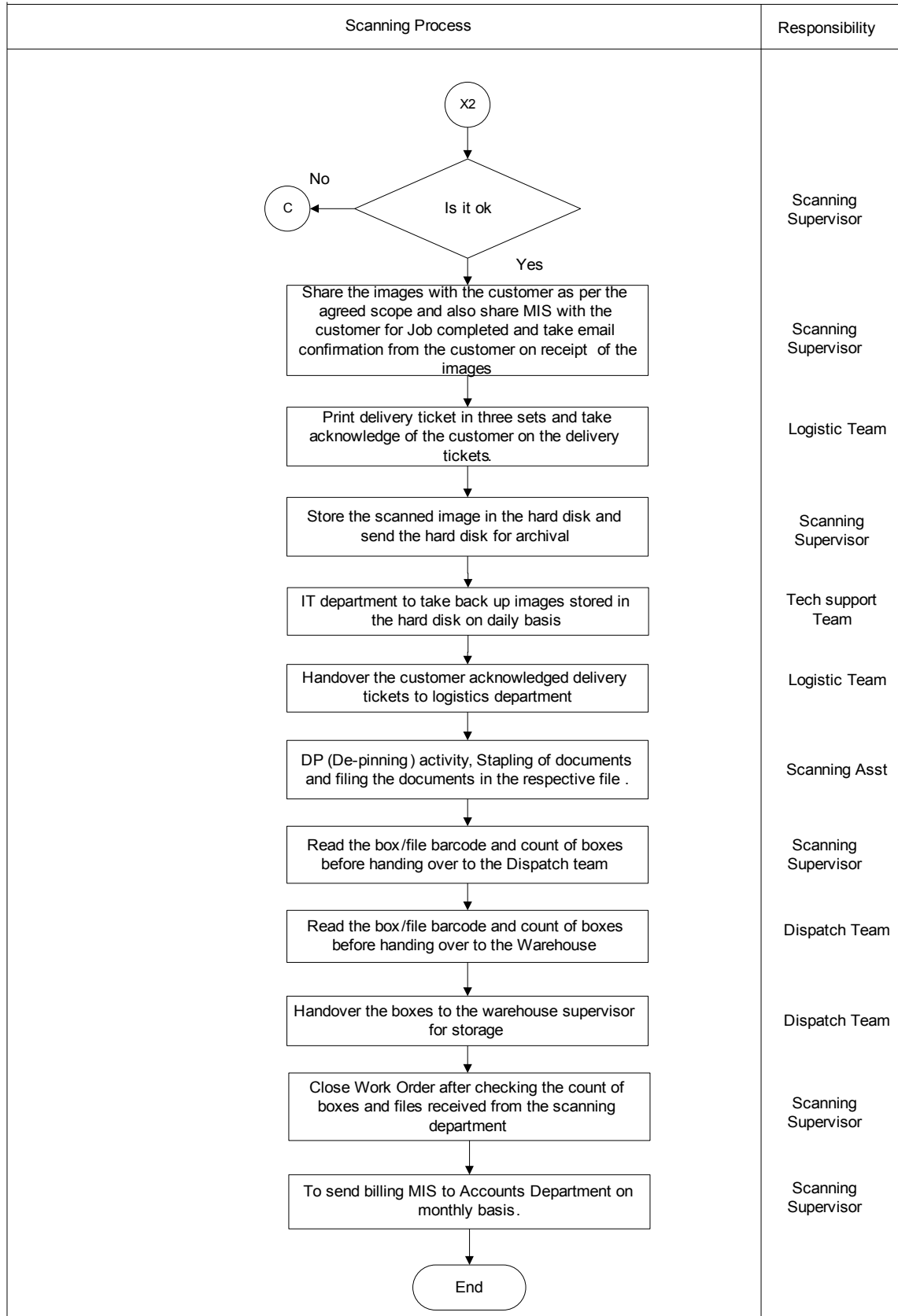
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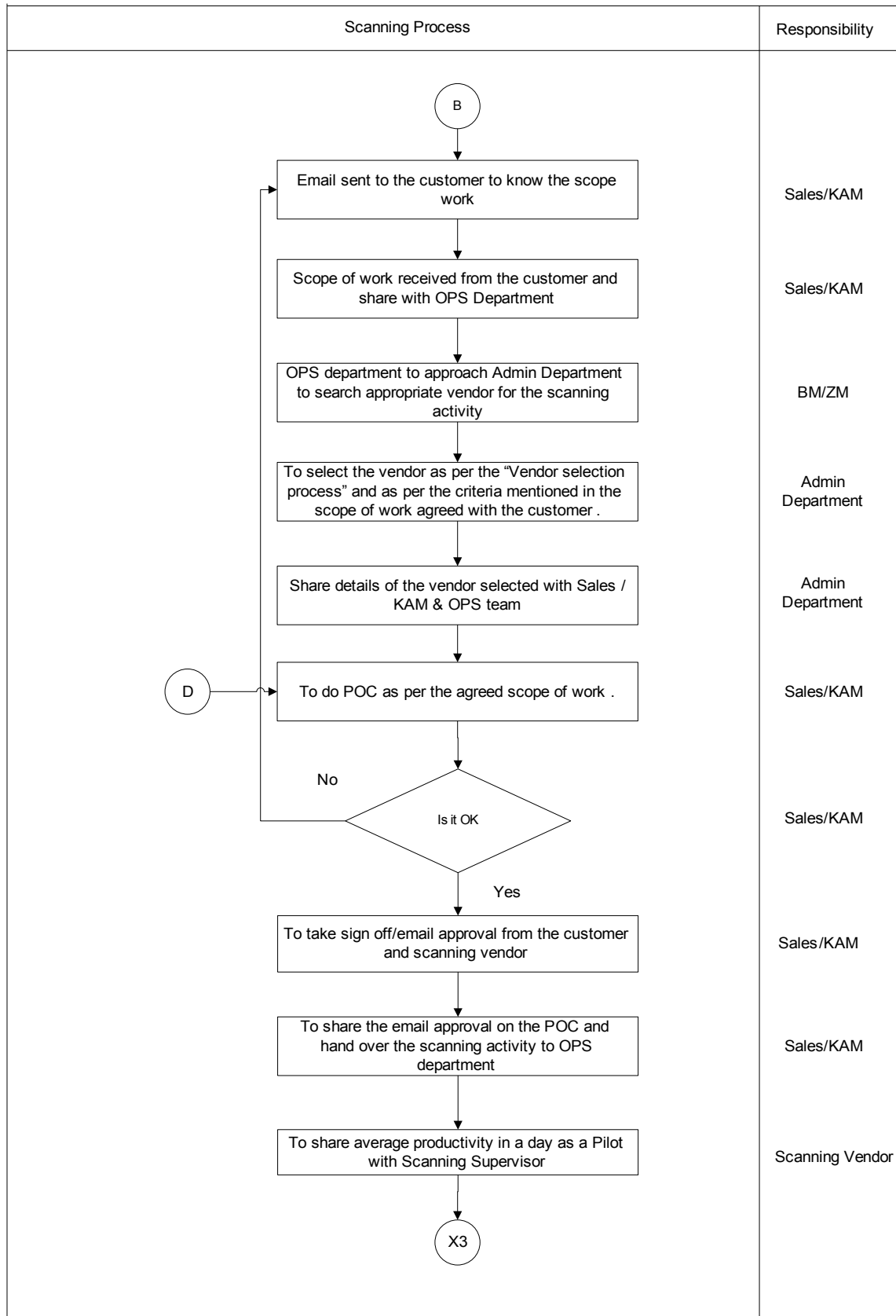
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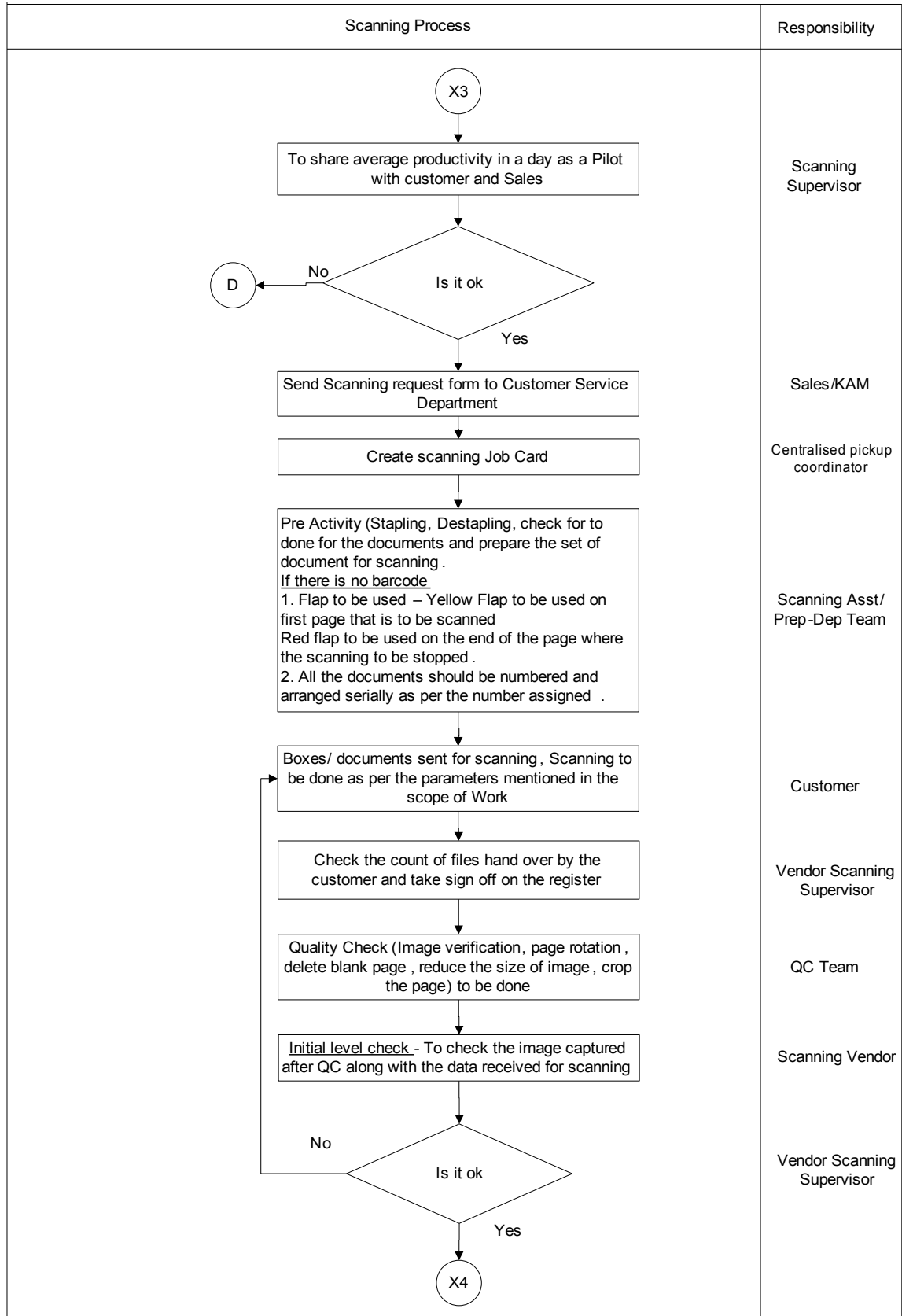
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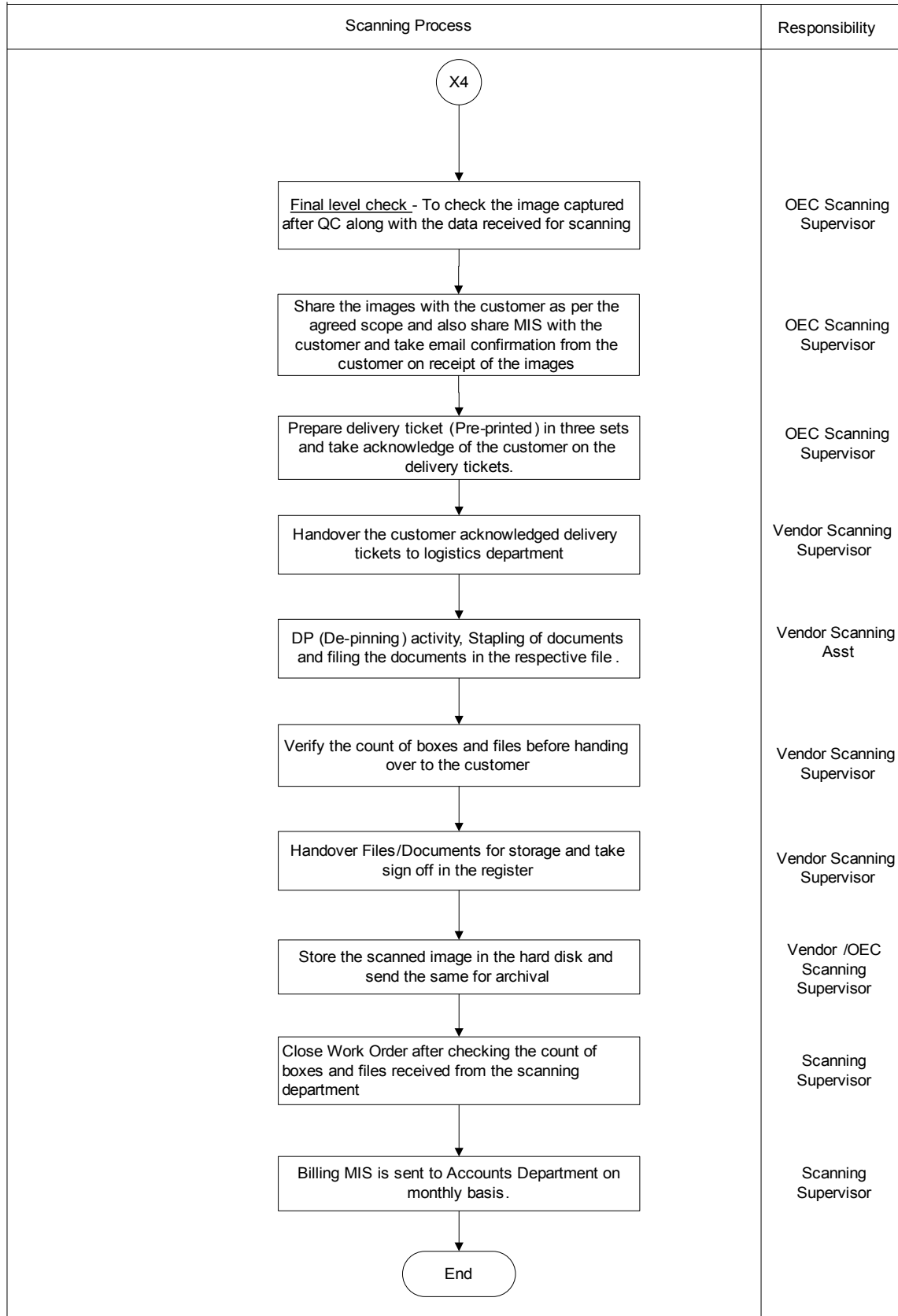
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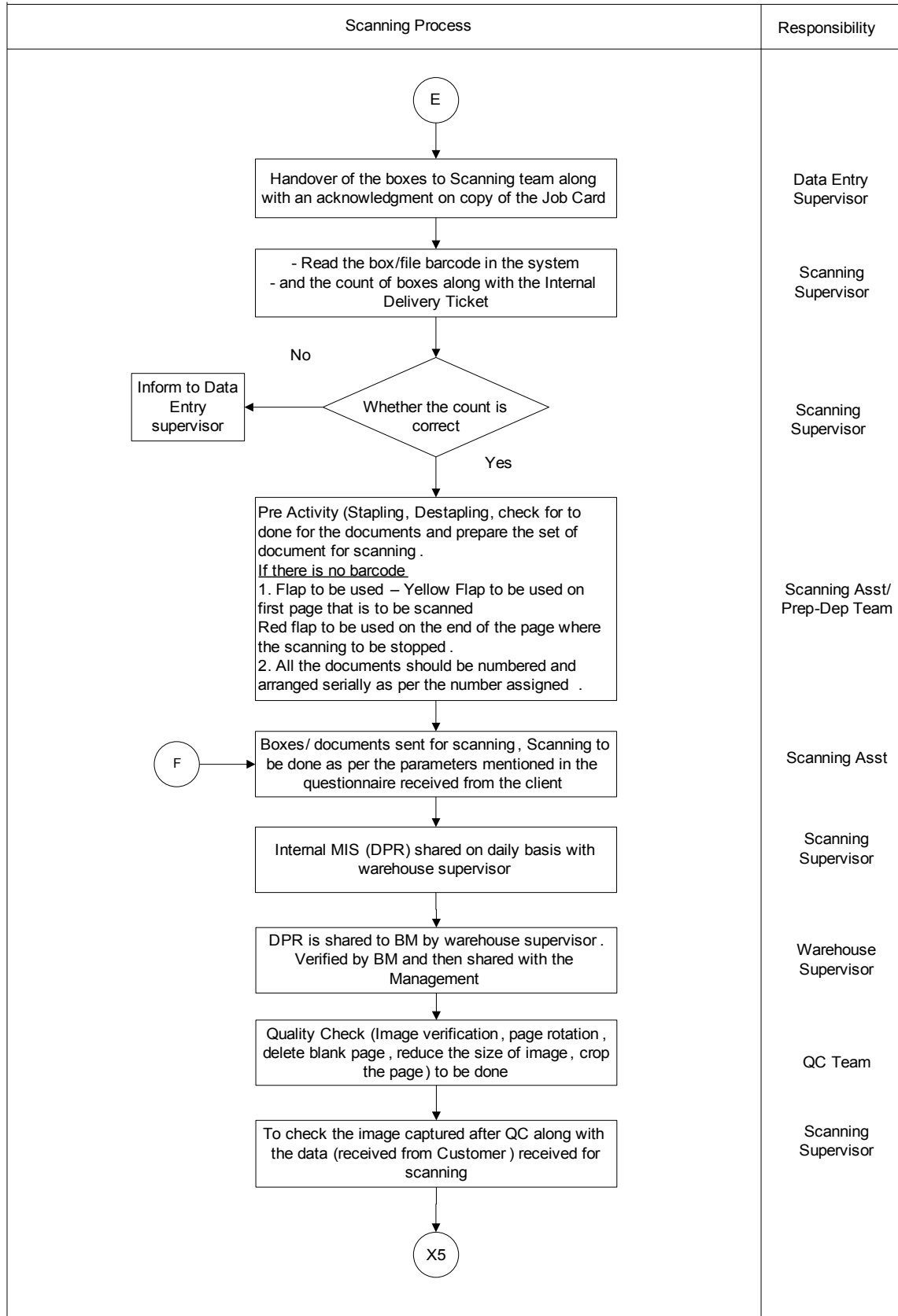
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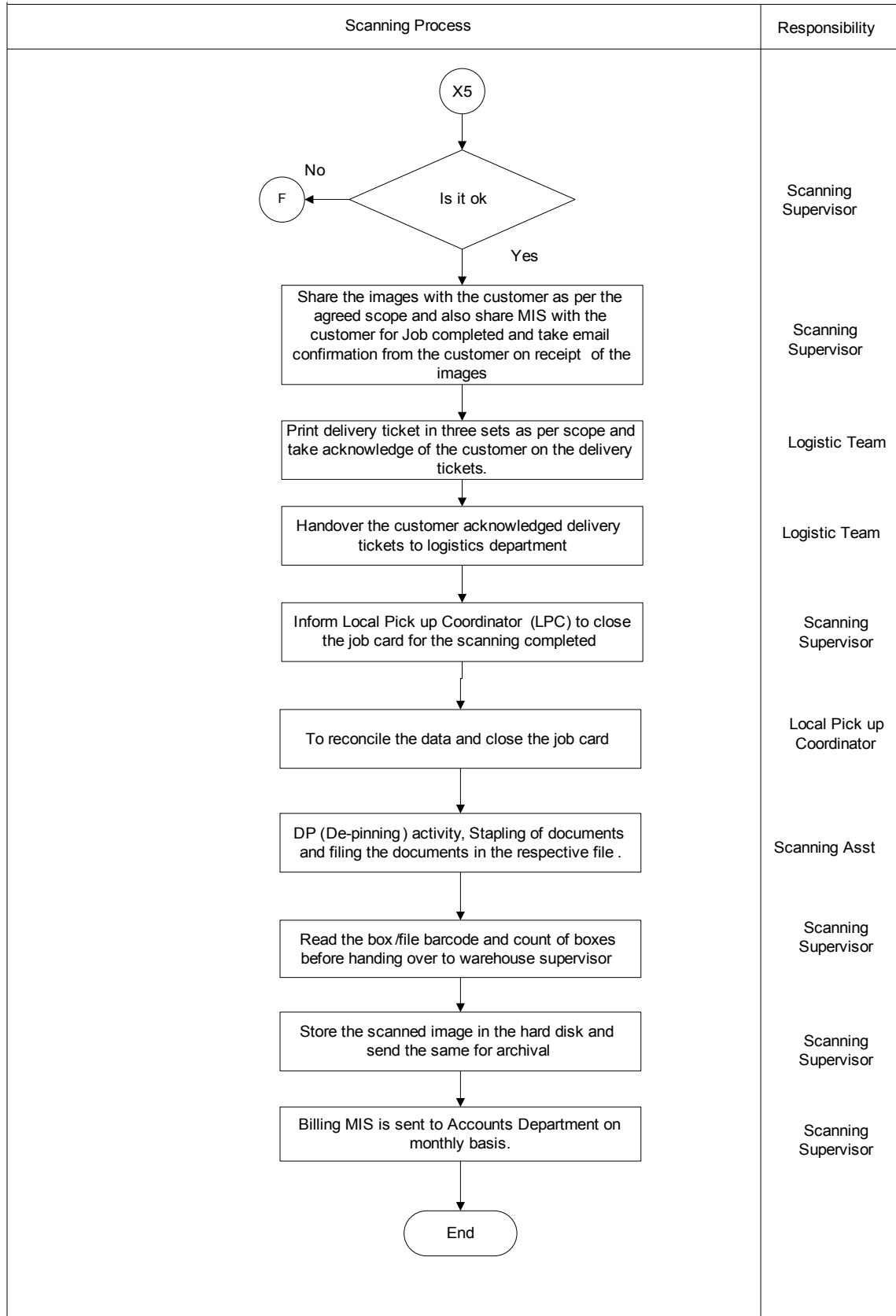
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ENCLOSURES

NA

FORMATS / EXHIBITS**Monthly Report:**

1. MIS of bulk scanning to the clients
2. MIS for billing
3. Daily Internal MIS