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PURPOSE

To ensure that records are identified, collected, indexed, filed and stored in a manner that ensures easy retrievability and for demonstrating compliance to requirements of the Quality / Information Security Management System.

SCOPE

Applicable to the records maintained as described in the respective processes at OEC Records Management Company.

REFERENCE

None

RESPONSIBILITY

Personnel responsible for completing the activity and keep a record of the same.

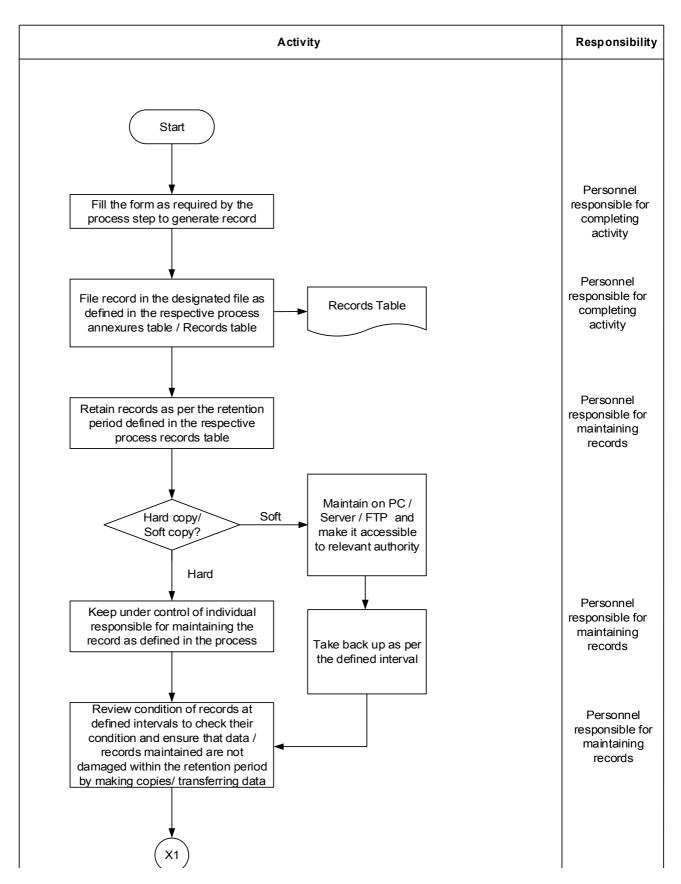
PROCEDURE / DESCRIPTION OF ACTIVITIES

Refer to the flow chart for the detailed steps.

FORMATS / EXHIBITS

None

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