

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

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|-----------------------------|-------------|----------------------------------|
| To: All Staff | Originator: | Dr.Hassan Alsalamat / MdAzim |
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Processing, Checking and Updating Documents

Dear all,

In relation to companywide documentation management to keeping all documents up to date, ensuring traceability and availability at EDMS and E-MAS Portal. QEMR or respective department personnel to periodically check and update Document Controller (DC) while observe the following.

- Still active, expired or obsolete.
- Require deleting or replace a document (version).
- Document access rights.

DC only assist and will not delete, change or remove a document without respective department's request.

The following documents will require to submit to DC for standardisation checking when preparing a document **except for confidential document (or with reason)**. DC will then be forwarding the document to CEO for final acknowledgement and signature.

- Outgoing correspondence [Hard Copy Process]
- Outgoing correspondence [Digital Process]
- Report [Digital Process]
- Memo [Digital Process]
- MoM [Digital Process]

Please don't hesitate to contact DC should you require further clarification.

Thank you.

Yours sincerely,

Dr.Hassan Alsalamat



Chief Executive Officer

Muhammad Azim



Document Controller

Attachment: Nil
cc: Document Controller