

HEXATECH	COMPANY ADMINISTRATION	Issue No. 1	Document Effective Date: 01 Mar 2017	Page 1 of 17
	Company Filing Index (CFI)	Revision No. 0		Document Ref: AD-REC-CFI

1. FILING & OUTGOING CORRESPONDENCE IDENTIFICATION FORMAT:

QSA 01/	YY/	001
(1)	(2)	(3)

Stands for: **Function / Subject Matter File Number / Year / Correspondence Running Number**
 (1) (2) (3)

Example: QSA01/17/001/TN/001 = This is the first correspondence running document reference number (001) for matters relating to Quality Management System Policies & Regulations.

Example:

HRA 05/	YY/	002
FIN 05/	YY/	003

Example: HRA05/17/002 =

Second correspondence running document refernece number (002) for Recruitment & Selection.

Example: FIN05/17/003 =

Third correspondence running document refernece number (003) for Credit Facilities.

(1) **QSA/** 3 alphabets with a forward slash representing the function or subject matter of document and record to be filed.

- SEC Secretarial and Legal
- ADM Company Administration
- HRA Human Resource Administration
- FIN Finance & Accounting
- QSA Quality System Administration
- ENG Engineering Services
- PRM Project Management
- SCM Supply Chain Management
- MKG Marketing
- COR Master Correspondence

(2) **01/** 2 digits number obtained from the subject name file assigned in series.

(3) **001** 3 digits running number which is obtained from the Master Outgoing Correspondence Log starting with 001.

Note: Using QSA/500 - Quality Management System Policies & Regulations - if the file is full, an extension file can be opened to add an alphabet as below:

QSA 01/17/001
QSA 01/17/A/002
QSA 01/17/B/003

FILE 1 QSA01/ - First file for Quality Management System Policies & Regulations.

FILE 2 QSA01/17/A - 2nd file with 'A' extension if first file is full for External Quality Audit Reports.

FILE 3 QSA01/17/B - 3rd file with 'B' extension if 2nd file is full for External Quality Audit Reports.