

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 9 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
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ENG	ENGINEERING SERVICES (ENG)			
ENG01	Engineering Services	Engineering Data, Technical Design Input matters on provision of engineering services such as project implementation technical presentation, technical briefing, re-engineering proposal, etc.	Yes	
ENG02	Technical Drawings	Incoming Technical Drawings, AUTOCAD drawings, all correspondences relating to technical drawings.	Yes	
ENG03	Inspection Plan & Checklists	All matters relating to site inspection, inspection activities, inspection & test plan and all inspection checklists.	Yes	
ENG04	Testing Reports	All matters relating to product testing, testing standards, testing procedures, etc.	Yes	
ENG05	Monitoring of Inspection, Measuring & Testing Equipment	All matters relating to control and monitoring of inspection, measuring and testing tools and equipment. Master Equipment Calibration Tracking Schedule & Calibration Measuring Accuracy Standards For Testers Table.	Yes	