

HEXATECH	PROJECT MANAGEMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Project Identification Format	Revision No.: 0		Document Ref: PD-REC-PIF

Assigned Project Number:

PD 635- INFINEON-KU-BUSDUCT
(1) (2) (3)

EXAMPLE:

PD635-INFINEON-KU-BUSDUCT = Project File for Infineon Kulim regarding busduct installation

(Main File Section) (File Series Number) - (Simplified Project Title) - (Master Outgoing Correspondence Log Running Number)

(1) PD	:	2 alphabets representing the main file sections:	File Series Number
		SL Secretarial and Legal Matters	100 Series
		CA Company Administration	150 Series
		HR Human Resource Management	200 Series
		AF Accounting and Financial Management	250 Series
		QS Quality System Administration	300 Series
		TR Tender Management	350 Series
		QU Quotations Management	400 Series
		CO Contracts Management	500 Series
		DD Design & Development Management	550 Series
		PD Project Management	600 Series
		MM Maintenance Management	650 Series
		SC Supply Chain Management	700 Series
		BD Business Development & Marketing Management	750 Series

- (2) **635** : 3 digits running number for each file starting with:
- 625 - Project Documentation
 - 630 - Design & Development
 - 635 - Project File

- (3) **INFINEON-KU-BUSDUCT** Alphanumerics to represent the title or name of the project for easy identification.
- INFINEON-KU-BUSDUCT = Project for Infineon Kulim on installing of busduct (Example only).
- POWERHOUSE-33KV-CABLING = Project for Bandar Utama Powerhouse on 33kV Cabling Works (Example only).