

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	Correspondence Handling Procedure	Revision No.: 0		Document Ref: AD-PRO-01

Purpose:	To provide guideline for handling of incoming and outgoing correspondence.
Scope:	This procedure shall apply to those correspondence related to the activities of the Company.
ISO Reference:	MS ISO 9001:2015 Clause No. 7.5.3

Step	Activity	Responsibility	Reference
1	Administration Executive (AE) is to ensure that all office correspondence records in addition to the control of QMS documents and records shall remain legible, readily identifiable and retrievable.	AE	
2	All office correspondence records are to be filed in accordance to the Company Filing Index (CFI) in proper hard cover files to be controlled and maintained by AE.	AE	Company Filing Index (CFI)
3	<u>Incoming Office Correspondence</u> Among the types of hard copy correspondence received by the Company are letters, memorandums, facsimiles, statements, transmittal notes, etc. All such correspondences when received shall be forwarded to AE for stamping of date received with the Date Stamp and the use of the Circulation Stamp with indication(s) of arrow(s) directing to the intended recipient.	AE	Date Stamp, Circulation Stamp
4	Upon receipt of the incoming correspondence, the recipient will read and take the necessary action as required of the correspondence. After having read the correspondence, the recipient will place his or her signature and date signed on the Circulation Stamp and also annotates the appropriate filing index on the said correspondence. It shall then be returned to AE for filing in accordance to the required index in accordance to the Company Filing Index.	Correspondence Recipient	Circulation Stamp, CFI

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 2 of 2
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Step	Activity	Responsibility	Reference
5	<p><u>Outgoing Office Correspondence</u></p> <p>The Originator who intends to send out a hard copy correspondence shall obtain a running correspondence number with the appropriate Company Filing Index on a related subject from the Master Outgoing Correspondence Log.</p> <p>Note: The Master Outgoing Correspondence Log is assessable online at Google Drive for authorized users.</p> <p>If required, the Correspondence Originator can use the Transmittal Note as a covering note with the correspondence as an attachment for dispatch to a third party. Register the Transmittal Note into the Transmittal Note Log when used.</p>	Correspondence Originator	CFI, Master Outgoing Correspondence Log Transmittal Note, Transmittal Note Log
6	A copy of the outgoing office correspondence shall be given to AE for filing in accordance to the Company Filing Index.	Correspondence Originator	CFI

End