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| Prepared by:Name : Position :  | Approved by:Name : Position :  |

**AMENDMENT RECORDS**

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| No. | Date | Remarks | Revision No. | Approved by |
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**1.0 OBJECTIVE**

**2.0 SCOPE**

**3.0 REFERENCES**

**4.0 DEFINITIONS / ABBREVIATIONS**

**5.0 RESPONSIBILITY**

**6.0 PROCEDURE**

**7.0 DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Person in Charge** | **Document** |
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**8.0 RECORDS**

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| --- | --- | --- | --- |
| **No** | **Title / Records** | **Location / Responsibility** | **Retention Period** |
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