

COMPANY OPERATING PROCEDURES				
Procedure Checking & Revisions				
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This is to ensure that we do exactly what we say we do in the Procedure.  
If for some reason such as new techniques or technology we can improve the procedure we need to record the changes and modify the written procedure.

Actual names are not used but job functions. Supervisor and manger will be avoided.  
e.g. Goods-In operative  
Invoice Clerk  
Stock person  
Credit control  
Vandagraph  
Repair section or Service engineer  
Technical Department  
Quality control

If the section is correct Tick & initial  
If it is wrong underline the incorrect section. And initial/date and note wrong  
Write the new procedure in the table  
If the procedure is no longer used Underline initial & date and mark no longer used.

[illegible]

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