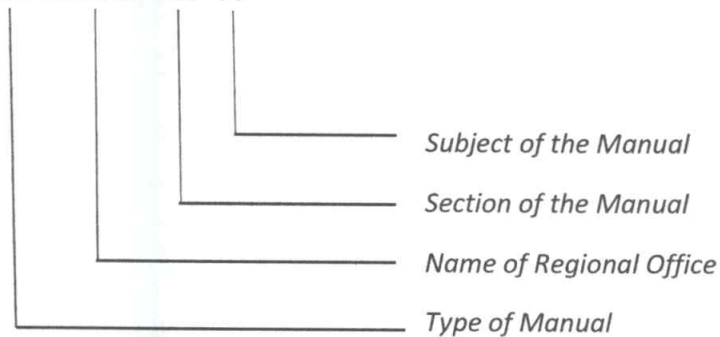


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	<b>QUALITY MANUAL</b>	REVISION NUMBER	2
SECTION	USER'S GUIDE	PAGE NUMBER	1 of 2
SUBJECT	<b>CODING SYSTEM</b>		
		EFFECTIVITY DATE	01 July 2023

To ensure clear identification and distinction between the QMS Manuals, assigning unique codes to different sections, processes, documents, or activities within the QMS allows for accurate tracking, referencing, and retrieval of information. Hence, the coding system for the Quality Manuals shall follow the coding systems below:

- The Quality Manual follows an alpha-numeric coding system as shown:

**QM-DOST IX- XX- YY**



Prepared by:   Document Custodian	Approved by:   Regional Director
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