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	FORMS MANUAL	REVISION NUMBER	1
SECTION	USER'S GUIDE	PAGE NUMBER	1 of 1
SUBJECT	DISTRIBUTION OF THE FORMS MANUAL		
		EFFECTIVITY DATE	01 July 2023



The Forms Manual shall be distributed as follows:

COPY NO.	COPY HOLDER	REMARKS
Original	Document Custodian	Whole Manual
1	Regional Director	Whole Manual
2	Quality Management Representative	Whole Manual

The exclusion of all Process Owners from the distribution of Quality Management System (QMS) manuals indicates a shift in the approach to accessing QMS documents. Instead of physically distributing manuals, the organization has opted for a digital solution through the Document Management System (DMS). The DMS acts as a centralized repository for document storage, retrieval, and collaboration, enabling relevant staff members to access the QMS documents as needed. This approach offers several benefits, including increased efficiency, improved version control, and enhanced accessibility.

By utilizing the DMS, the organization can streamline the document management process. Rather than relying on manual distribution and updates, the QMS manuals can be uploaded to the DMS, ensuring that the most current versions are readily available to authorized personnel. This centralized approach eliminates the need for physical copies and reduces the risk of outdated or incorrect information being circulated.

The DMS also provides a secure and organized platform for storing and retrieving QMS documents. Staff members can search for specific documents, navigate through folders, and access the information they require. This centralized system ensures consistency and facilitates efficient document retrieval, saving time and effort.

Prepared by:  Document Custodian	Approved by:  Quality Management Representative
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