

	<h1>Approver Matrix</h1> <h2>Forms and Templates</h2>		<b>Document Number:</b>  FM-SS-11.02
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APPROVER MATRIX					
Documents	Prepared by	Reviewed by	Reviewed by	Approved by	
Quality Manual	Team Lead (Sup/Mgr)	LAP		CTS	EEU
Policies & Procedures	Team Lead (Sup/Mgr)	Concerned Dept Heads	LAP	CTS	EEU
KPI	Team Lead (Sup/Mgr)	Concerned Dept Heads	LAP	CTS	EEU
Records Retention Schedule	Team Lead (Sup/Mgr)	MGP	LAP	Concerned Dept Heads	CTS
Definition of Records	Team Lead (Sup/Mgr)	MGP	LAP	Concerned Dept Heads	CTS
Quality Plan	Team Lead (Sup/Mgr)	Concerned Dept Heads	LAP	CTS	EEU
Job Description	HR Manager	Concerned Dept Heads	LAP	CTS	EEU
Forms	Team Lead (Sup/Mgr)	MGP	LAP	CTS	

**DDC:** *Please refer to printed files for signatures of approvers*

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