

	<h1>Control Form</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-11.06
	Department: Quality Assurance	Effective Date: November 9, 2015	Revision No 0

	<h1>CONTROL FORM</h1>		Form no. SS-FM-11.06 Rev 0 November 9, 2015

Document Title			
Document No.		Rev no. 0 to 1	Effective date

Actions to be taken:

☐ **Revise** ☐ **Delete**

For ZPs- Revisions in:

☐ **Scans** ☐ **Definition of Terms** ☐ **Ownership** ☐ **Policies** ☐ **Procedures**

Details

Delete – Indicate the title of document to be deleted in Intranet and the reason why.

Revision - Indicate the items revised

You can also highlight (Bold) the changes made in a certain document.

Ex.

Existing: The Operations Assistant is generally responsible for carrier coordination, booking and updating the cargo tracking system.

Changes: The Operations Assistant is generally responsible for carrier coordination, booking and updating the cargo tracking system, pick-up and deliveries in the F2 System.

Prepared by:	Reviewed by:	Approved by:
MGP QA Analyst	LAP QA Manager	CTB SVP/CFO-CRO

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

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