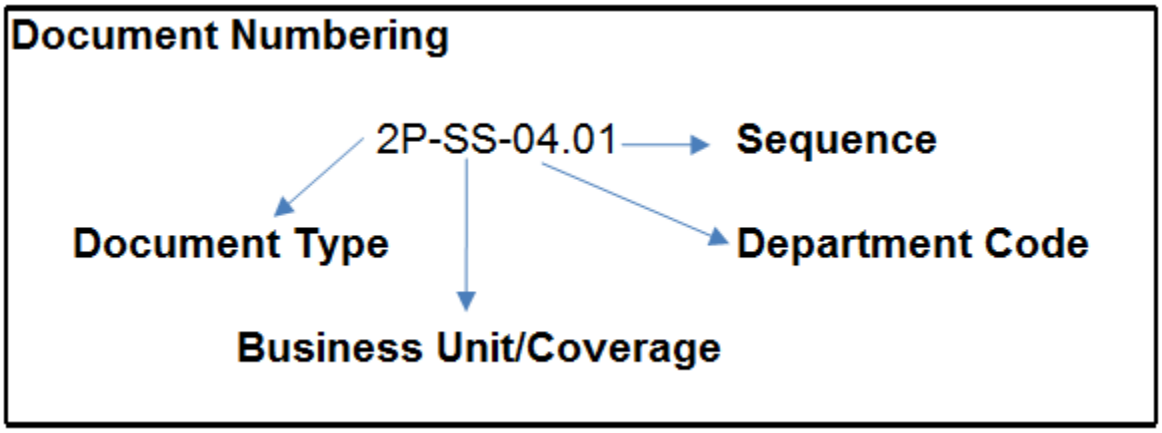

Document Type	
Code	**Description**
FM	Forms and Templates
JD	Job Description
KPI	Key Performance Indicator
2P	Policies and Procedures
QM	Quality Manual
RM	Records Manual
RF	References

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

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Business Unit/Coverage	
Department Code	**Description**
CSD	Customer Service
FIN	Finance
OP	Office of the President
OPS	Operations
SAL	Sales
SS	Shared Services
WHS	Warehousing

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Department Code	
Code	**Department**
1	Claims
2	Customer Service
3	Finance
4	Fleet
5	Human Resource
6	Internal Audit
7	Information Technology
8	Materials Management
9	Operations
10	Projects
11	Quality Assurance
12	Sales
13	Marketing
14	Office of the President
15	Warehousing

Definition:

Sequence- Numbering based on documents received for routing.

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