

## **OFFICE OF THE DIRECTOR**

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## **DOCUMENT REQUISITION LOG**

No. of Copies	Document Reference No.	Document Title	Version No.	Implementation Date	Purpose	Released by / Date
1	PM-QAC-03	RISK ASSESSMENT	00	07/16/19	OFFICE FILE	
2	PM-GSD-01	PREVENTIVE MAINTENANCE	00	07/16/19	OFFICE FILE	
3	PM-GSD-02	CORRECTIVE MAINTENANCE	00	07/16/19	OFFICE FILE	
4	PM-GSD-03	REQUEST TO USE UNIVERSITY UTILITIES AND EQUIPMENT	00	07/16/19	OFFICE FILE	
5	PM-GSD-04	MAINTENANCE AND CALIBRATION EQUIPMENT AND LABORATORY INSTRUMENT	00	07/16/19	OFFICE FILE	
6	GL-GSD-01	REPAIR AND MAINTENANCE OF BUILDINGS, FACILITIES AND EQUIPMENT	00	07/16/19	REPLACE OLD AND DAMAGE FILE	
7	GL-GSD-02	UNIVERSITY DRIVERS AND OPERATORS	00	07/16/19	REPLACE OLD AND DAMAGE FILE	

Vision:

8	GL-GSD-03	REQUEST TO USE UNIVERSITY EQUIPMENT AND UTILITIES	00	07/16/19	REPLACE OLD AND DAMAGE FILE	
7	GL-GSD-04	MAINTENANCE AND CALIBRATION OF EQUIPMENT AND LABORATORY INSTRUMENT	00	07/16/19	REPLACE OLD AND DAMAGE FILE	

Prepared by: Noted by:

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Name and Signature of DRC/dDRC
Date: FEBRUARY 17, 2022

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