## Appendix 3 – List of Types of Records

No.		Record name	San-	-
1		List of Internal Documents		
2	100	Training Program	100	
3				
4				
5				
6				
7				
8				
9				
	2			

Commented [AES1]: If the organization uses electronic

Commented [AES2]: If you want to find out more about document control, see this article:

Commented [AES3]: Write in here the current version of form

Commented [AES4]: These are just examples; adapt the

[job title] [name]

[signature]

Commented [AES5]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.

Appendix 3 – List of Types of Records

ver. [version] from [date]

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