

DOCUMENT MASTER LIST

This Is the Master List of Quality, Health, Safety and Environmental Management System maintained for Co-X. This list will be updated as new documents are revised or an additional one are developed.

No.	Document No.	Title	File Location	Revision	Released Date
1	Co-X/QHS/M01	Quality Manual	QHS	00	01.11.2022
2	Co-X/QHS/M02	Health, Safety & Environmental Manual	QHS	00	01.11.2022
3	Co-X/QHS/SOP01	Control of Documented Information	QHS	00	01.11.2022
4	Co-X/QHS/SOP02	Management of Change	QHS	00	01.11.2022
5	Co-X/QHS/SOP03	Risk Management	QHS	00	01.11.2022
6	Co-X/QHS/SOP04	Management System Internal Audit	QHS	00	01.11.2022
7	Co-X/QHS/SOP05	Control of Non-Conformances	QHS	00	01.11.2022
8	Co-X/QHS/SOP06	Corrective and Preventive Action	QHS	00	01.11.2022
9	Co-X/QHS/SOP07	Management Review	QHS	00	01.11.2022
10	Co-X/QHS/SOP08	Internal & External Communication	QHS	00	01.11.2022
11	Co-X/QHS/SOP09	Emergency Preparedness and Response	QHS	00	01.11.2022
12	Co-X/QHS/SOP10	Accident Incident Reporting	QHS	00	01.11.2022
13	Co-X/QHS/SOP11	HSE Risk Assessment	QHS	00	01.11.2022
14	Co-X/QHS/SOP12	Legal and Other Requirements	QHS	00	01.11.2022

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15	Co-X/QHS/SOP13	HSE Performance Monitoring and Measurement	QHS	00	01.11.2022
16	Co-X/QHS/SOP14	Permit To Work	QHS	00	01.11.2022
17	Co-X/QHS/SOP15	Chemical Handling	QHS	00	01.11.2022
18	Co-X/QHS/WI01	Confined Space Entry	QHS	00	01.11.2022
19	Co-X/QHS/WI02	First Aid	QHS	00	01.11.2022
20	Co-X/QHS/WI03	Personal Protective Equipment (PPE) Management	QHS	00	01.11.2022
21	Co-X/QHS/WI04	Site Safety Inspection (SSI)	QHS	00	01.11.2022
22	Co-X/HCA/SOP01	Training	HCA	00	01.11.2022
23	Co-X/HCA/SOP02	Competency	HCA	00	01.11.2022
24	Co-X/HCA/SOP03	Recruitment	HCA	00	01.11.2022
25	Co-X/HCA/SOP04	Payroll	HCA	00	01.11.2022
26	Co-X/HCA/SOP05	Stationary Requisition	HCA	00	01.11.2022
27	Co-X/HCA/SOP06	Company Vehicle Requisition	HCA	00	01.11.2022
28	Co-X/HCA/SOP07	Employee Claim	HCA	00	01.11.2022

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29	Co-X/HCA/SOP08	Probation And Confirmation	HCA	00	01.11.2022
30	Co-X/HCA/SOP09	Disciplinary Action	HCA	00	01.11.2022
31	Co-X/HCA/SOP10	Leave Application	HCA	00	01.11.2022
32	Co-X/HCA/SOP11	Vehicle Sticker	HCA	00	01.11.2022
33	Co-X/HCA/SOP12	Company Dress Code	HCA	00	01.11.2022
34	Co-X/HCA/SOP13	Separation of Employment	HCA	00	01.11.2022
35	Co-X/AFD/SOP01	Purchasing And Supplier Selection	AFD	00	01.11.2022
36	Co-X/AFD/SOP02	Incoming Inspection And Preservation	AFD	00	01.11.2022
37	Co-X/AFD/SOP03	Petty Cash	AFD	00	01.11.2022
38	Co-X/AFD/SOP04	Travelling Cash Advance Requisitions	AFD	00	01.11.2022
39	Co-X/AFD/SOP05	Credit Control	AFD	00	01.11.2022
40	Co-X/AFD/SOP06	Account Payable	AFD	00	01.11.2022
41	Co-X/ICT/SOP01	ICT Helpdesk & Support	ICT	00	01.11.2022
42	Co-X/ICT/SOP02	Server Performance Maintenance	ICT	00	01.11.2022

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No.	Document No.	Title	File Location	Revision	Released Date
43	Co-X/ICT/SOP03	Database Management	ICT	00	01.11.2022
44	Co-X/ICT/SOP04	Digital Information, Signage & Advertisement Display	ICT	00	01.11.2022
45	Co-X/ICT/SOP05	Server Backup	ICT	00	01.11.2022
46	Co-X/ICT/SOP06	System Login Creation	ICT	00	01.11.2022
47	Co-X/ICT/SOP07	Requisition of Phone Extension	ICT	00	01.11.2022
48	Co-X/ICT/SOP08	Create Or Delete Email	ICT	00	01.11.2022
49	Co-X/ICT/SOP09	ICT Asset Loan Request	ICT	00	01.11.2022
50	Co-X/SMD/SOP01	Contract Review	SMD	00	01.11.2022
51	Co-X/SMD/SOP02	Event Planning & Management	SMD	00	01.11.2022
52	Co-X/SMD/SOP03	Event Payment	SMD	00	01.11.2022
53	Co-X/SMD/SOP04	Requisition For Contractor & Vendor Services	SMD	00	01.11.2022
54	Co-X/SMD/SOP05	Hall Management	SMD	00	01.11.2022
55	Co-X/SMD/SOP06	Sales Call Appointment	SMD	00	01.11.2022
56	Co-X/SMD/SOP07	Discount Requisition	SMD	00	01.11.2022

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No.	Document No.	Title	File Location	Revision	Released Date
57	Co-X/SMD/SOP08	Issuance of Proforma Invoice	SMD	00	01.11.2022
58	Co-X/SMD/SOP09	Issuance Letter of Acceptance	SMD	00	01.11.2022
59	Co-X/CDS/SOP01	Public Relations & Communication Management	CDS	00	01.11.2022
60	Co-X/CDS/SOP02	Crisis Communication Management	CDS	00	01.11.2022
61	Co-X/CDS/SOP03	Product Development	CDS	00	01.11.2022
62	Co-X/CDS/SOP04	Customer Satisfaction & Complaint	CDS	00	01.11.2022
63	Co-X/CDS/SOP05	Lost & Found	CDS	00	01.11.2022
64	Co-X/CDS/SOP06	Advertising & Promotion	CDS	00	01.11.2022
65	Co-X/CDS/SOP07	Websites Management	CDS	00	01.11.2022
66	Co-X/CDS/WI01	Guided Tour	CDS	00	01.11.2022
67	Co-X/CDS/WI02	Answering Phone	CDS	00	01.11.2022
68	Co-X/CDS/WI03	Tenant Rental	CDS	00	01.11.2022
69	Co-X/CDS/WI04	Receiving Mail & Parcel	CDS	00	01.11.2022
70	Co-X/SEC/SOP01	Security Management Control	SEC	00	01.11.2022

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71	Co-X/SEC/SOP02	Security Pass	SEC	00	01.11.2022
72	Co-X/SEC/SOP03	Patrolling	SEC	00	01.11.2022
73	Co-X/SEC/SOP04	Outsourced Security	SEC	00	01.11.2022
74	Co-X/SEC/SOP05	Security Gate Pass	SEC	00	01.11.2022
75	Co-X/SEC/SOP06	Key Control	SEC	00	01.11.2022
76	Co-X/SEC/SOP07	Closed-Circuit Television (CCTV)	SEC	00	01.11.2022
77	Co-X/FMD/SOP01	Preventive Maintenance & Equipment Management	FMD	00	01.11.2022
78	Co-X/FMD/SOP02	Calibration	FMD	00	01.11.2022
79	Co-X/FMD/SOP03	Waste Management & Pest Control	FMD	00	01.11.2022
80	Co-X/FMD/WI01	Portable Generator Set	FMD	00	01.11.2022
81	Co-X/FMD/WI02	Scheduled Waste Management	FMD	00	01.11.2022
82	Co-X/FMD/WI03	Toilet Maintenance	FMD	00	01.11.2022
83	Co-X/FMD/WI04	Main Electrical System	FMD	00	01.11.2022
84	Co-X/FMD/WI05	Electrical Riser & Distribution	FMD	00	01.11.2022

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85	Co-X/FMD/WI06	PICC Premise Lighting Operation & Maintenance	FMD	00	01.11.2022
86	Co-X/FMD/WI07	Event Accessories Maintenance	FMD	00	01.11.2022
87	Co-X/FMD/WI08	Lifting System	FMD	00	01.11.2022
88	Co-X/FMD/WI09	Audio System	FMD	00	01.11.2022
89	Co-X/FBO/SOP01	F&B Planning & Control	FBO	00	01.11.2022
90	Co-X/FBO/SOP02	Verification & Validation	FBO	00	01.11.2022
91	Co-X/FBO/SOP03	Event Briefing	FBO	00	01.11.2022
92	Co-X/FBO/SOP04	Event Planning Management	FBO	00	01.11.2022
93	Co-X/FBO/SOP05	Event Order	FBO	00	01.11.2022
94	Co-X/FBO/SOP06	Issuance & Return Operating Equipment (OE)	FBO	00	01.11.2022
95	Co-X/FBO/SOP07	Operating Equipment Inventory	FBO	00	01.11.2022
96	Co-X/FBO/SOP08	Booking Enquiry	FBO	00	01.11.2022
97	Co-X/FBO/SOP09	Catering Site Inspection	FBO	00	01.11.2022
98	Co-X/FBO/WI01	Standard Recipe	FBO	00	01.11.2022

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99	Co-X/FBO/WI02	Culinary Raw Material Ordering	FBO	00	01.11.2022
100	Co-X/FBO/WI03	Handling of Dough Sheeter	FBO	00	01.11.2022
101	Co-X/FBO/WI04	Handling of Butcher Bandsaw Machine	FBO	00	01.11.2022
102	Co-X/FBO/WI05	Dishwashing Machine Operation and Cleaning	FBO	00	01.11.2022
103	Co-X/FBO/WI06	Daily Kitchen Operations (Opening)	FBO	00	01.11.2022
104	Co-X/FBO/WI07	Handling Complaint During Event	FBO	00	01.11.2022
105	Co-X/FBO/WI08	Daily Kitchen Operation (Closing)	FBO	00	01.11.2022
106	Co-X/FBO/WI09	Washing Fruits and Vegetables	FBO	00	01.11.2022
107	Co-X/FBO/WI10	Set Up Meeting Amenities	FBO	00	01.11.2022
108	Co-X/FBO/WI11	Proper Guideline To Handle Ready-To-Eat (RTE) Foods	FBO	00	01.11.2022