

Document Control and Management Policy for Samdenkens Nigeria Limited

Introduction

Samdenkens Nigeria Limited is committed to maintaining accurate, reliable, and up-to-date documents to support its operations and ensure compliance with regulatory requirements. This policy outlines our document control and management framework to ensure effective document management.

Objectives

1. Ensure accuracy, reliability, and integrity of documents
2. Maintain up-to-date documents to support operations and compliance
3. Control document access and revisions
4. Ensure compliance with regulatory requirements

Scope

This policy applies to all employees, contractors, and stakeholders of Samdenkens Nigeria Limited.

Document Control

1. Document Creation: Establish clear procedures for document creation
2. Document Review: Review documents for accuracy and completeness
3. Document Approval: Approve documents prior to release
4. Document Distribution: Control document distribution and access
5. Document Revision: Control document revisions and updates

Document Management

1. Document Storage: Store documents in a secure and accessible manner
2. Document Retrieval: Establish procedures for document retrieval
3. Document Disposal: Dispose of documents in accordance with regulatory requirements
4. Document Audit: Conduct regular document audits to ensure compliance

Implementation and Monitoring

1. Document Control Team: Establish a document control team
2. Document Control Plan: Develop a document control plan
3. Regular Training: Provide regular training on document control and management
4. Compliance Reporting: Report compliance with document control and management policies

Roles and Responsibilities

1. Document Control Team: Implement document control and management procedures
2. Employees: Follow document control and management procedures
3. Management: Oversee document control and management activities

Review and Revision

This policy will be reviewed and revised annually to ensure effectiveness and compliance.

Acknowledgement

All employees, contractors, and stakeholders must acknowledge and comply with this policy.

A handwritten signature in blue ink, appearing to read 'Enohor Deniran', is written over the printed name.

ENOHOR DENIRAN
MANAGING DIRECTOR