Doc: Process for Distribution Stamp
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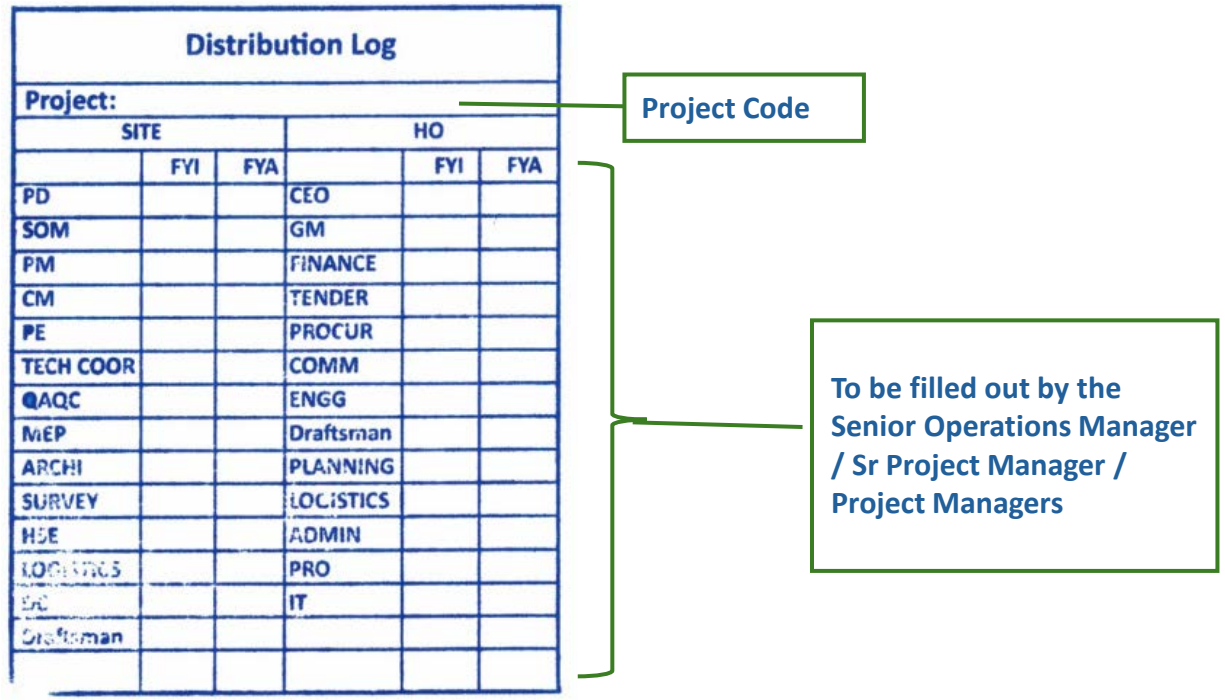
Process for Distribution Stamp

Purpose

The purpose of a distribution stamp is to control, track, and document the movement of official papers, submittals or correspondence as they pass through various departments or personnel. It is a simple but essential tool for document control, accountability, and record management.

Objective:

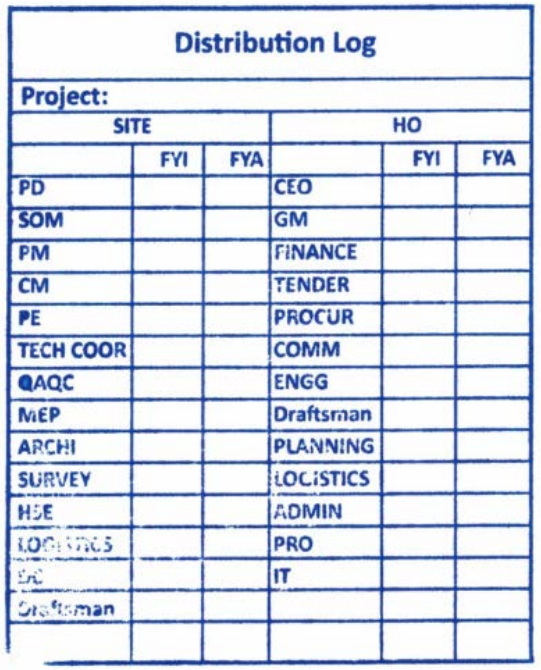
- To establish a clear and systematic method for handling all incoming and outgoing correspondence.
- To help monitor the flow of papers across departments, preventing loss or misplacement.
- To streamline office communication and ensures that every document is processed promptly and visibly.
- To facilitate quick reference during audits, inquiries, or status checks on any correspondence or file.



Distribution Log

Project:

SITE			HO		
	FYI	FYA		FYI	FYA
PD			CEO		
SOM			GM		
PM			FINANCE		
CM			TENDER		
PE			PROCUR		
TECH COOR			COMM		
QAQC			ENGG		
MEP			Draftsman		
ARCHI			PLANNING		
SURVEY			LOGISTICS		
HSE			ADMIN		
LOGISTICS			PRO		
EIC			IT		
Draftsman					



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ARCHI			PLANNING		
SURVEY			LOGISTICS		
HSE			ADMIN		
LOGISTICS			PRO		
DC			IT		
Draftsman					

Notes:

- *For Variation to Commercial*
- *For Payment to Finance*

Procedure:

1. This procedure applies to all project- and office-related correspondence, including letters, memos, drawings, transmittals, and emails converted to hard copies.
2. All incoming and outgoing correspondence shall be copied and go through the Document Controller.
3. The DC will stamp all documents at the back and forward to the Project Manager.
4. The Project Manager reviews the correspondence, determines its relevance, and directs its distribution to the appropriate department or personnel.
5. Notes should be added for clarity, i.e.:
   - For Variation – Commercial
   - For Payment – Accounts
6. The DC shall distribute the copies as instructed by the Project Manager.
7. The DC shall file the original document in the appropriate project file or folder.