



<b>DOCUMENT DELIVERY NOTE (DDN)</b>	
<b>From :</b> Chief Document Controller Quality Management System MS ISO 9001 : 2008 School of Medical Sciences	<b>Ref :</b> _____  <b>Date :</b> _____  <b>Page :</b> 1 _____
<b>To :</b> Document Controller Department/Unit : _____	
Enclosed please find the following a copy of documents/amended document (s) : 1) _____ 2) _____ 3) _____ 4) _____ 5) _____  Please acknowledge receipt by signing the section below and return this copy together with the obsolete document(s)/ part of document(s) (if any) to the Chief Document Controller. This procedure is compulsory as stated in the Control of Document procedure PPSP/QMS/CD.  <div style="text-align: center; margin-top: 20px;">             _____              Name : _____               Chief Document Controller           </div>	
<b>ACKNOWLEDGEMENT FOR RECEIPT OF DOCUMENT</b>	
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I acknowledge receipt of the document(s) stated in the Document Delivery Note dated _____. I shall organize and maintain the documents under my care. Enclosed, please find the obsolete document(s) for your further actions.  <div style="text-align: center; margin-top: 20px;">             Signature : _____               Name : _____               Official Stamp : _____           </div>	