



# DOCUMENTATION CONTROL POLICY

EUROASIA TOTAL LOGISTICS PUBLIC COMPANY LIMITED

REVISION 3

EFFECTIVE DATE 20 FEBRUARY 2025



#### Preparation and Approval History

Document No.	Editor/Controller	Reviewer	Approver
CP-BOD-022-02	Managing Director	Chief Executive Officer	Board of Directors
	3 January 2025	30 January 2025	20 February 2025

#### Revision History

Revision	Revision Date	Effective Date	Revision details
1	10 October 2021	9 November 2021	First issue
2	10 June 2022	6 August 2022	Revise company name after conversion to public limited company
3	3 January 2025	20 February 2025	Annual review

Note: To add or cancel any document, proceed according to the acts set out in the Approval and Implementation Authority.



## Documentation Control Policy

### 1. Introduction

To arrange the control of information and documents used by the Company to be managed in a systematic, efficient and consistent manner, all types of documents in the Company's operations must be approved by this policy, to meet the effective work processes and goals of the Company, including control the violation of the rules or regulations of the country.

### 2. Objectives

To support effective monitoring and control of document recording in the quality process.

### 3. Types of Documents and Identification of Quality Documents

The identification of the type of documents is defined as follows:

- Law: Laws, regulations, ministerial regulations
- Legal Documents (Bylaws, BL): Corporate constitution, regulations issued by the Board of Directors, Executive Committee, including contracts with partners and other contracts of the Company.
- Rules and Regulations (RR): Regulations on the performance of personnel in the Company issued implicitly to expand compliance with the Corporate Constitution (Bylaws)
- Corporate Policy (CP): "Policies, action plan, operating systems" are documents that describes policies, action plans, operating systems, which the organization will use as a common practice for the whole company.
- Plan (PL): A preparation plan or incident response plan or projects of major systems in the Company that specifies the scope of that work systems by covering the requirements and guidelines of all relevant departments within the organization to go in the same direction.
- Operations Manual (OM): Operational documents that are involved in more than one department as a guideline for working of the main processes of the various departments. They describe the duties, responsibilities and procedures in detail for each department involved for effective practice and coordination.



- Standard Operating Procedures (SOP): Documents that describe in detail on how each step of the process works for operators to be confident that they will work efficiently and effectively.
- Forms (F): "Forms" are used to record performance or record the results of activities.

#### 4. Duties and Responsibilities in Documentation

##### Quality Document Structure

Levels of documents are divided into three categories, they are

- 1) Corporate policies: consisting of laws, bylaws, rules and regulations, corporate policy, plan.
- 2) Documents involving more than one department: consisting of operations manual, standard operating procedures, forms.
- 3) Department-specific documents: containing operations manual, standard operating procedures, forms.

The document numbering is defined using the following format: "Type-XXX-YYY-ZZ"

- Type is the type of document standard.
- XXX is the code of the documenting unit: 2–3 digits.
- YYY is the order of the prepared main document starting from 001.
- ZZ is the order of the secondary documents prepared to accompany the main documents starting from 01.



#### 4.1 Person Responsible for Reviewing and Approving Policies and Procedures

Document Authority	BL	RR	CP	PL	OM	SOP	F
Creator	ExCom, Authorized person	ExCom, Authorized person	ExCom, Authorized person	CEO	Department Head, assigned person	Department Head, assigned person	Assigned person
Reviewer	Chair of Committee	Chair of Committee	Chair of Committee	Chair of ExCom	Department Head	Department Head	Department Head
Approval	BOD	BOD	BOD	ExCom	MD	MD	MD
Control	MD	MD	MD	CEO	Department Head	Department Head	Department Head
Announcement	HR	HR	HR	MD	Department Head	Department Head	Department Head

#### Glossary

Abbreviation	Full Name
ExCom	Executive Committee
CEO	Chief Executive Officer
MD	Managing Director
Department Head	Head of Department
HR	Department of Human Resources and Administration



- 4.2 All policies and procedures must be prepared in accordance with the standard in the form approved by the Managing Director.
- 4.3 Each type of document should contain such details, but it depends on the suitability of that type of document.
- Document code
  - Document number
  - Document code specifies the type and meaning of the document
  - Date of Documentation
  - Effective Date of Document
  - Issue No./Revision No.
  - Introduction, Objectives and Meanings
  - Document Approver
  - References
  - Procedures
- 4.4 Each type of document must have references in the preparation of the manuals, legal documents, or other documents sent to outside the Company.
- 4.5 After approved, all types of documents will be recorded in the computer system to be announced for further use.
- 4.6 Quality Document Copying: The agency requesting a copy of the documents shall seek approval of copying from the Managing Director only.
- 4.7 Any changes or additions in documents, policies, procedures will be considered from
- A new operating policy is announced.
  - A new intra-department practical guideline is reviewed.
  - There have been changes in new technology.
  - The service has been added to the agency.
  - There are other appropriate factors.
- 4.8 All employees are required to review, revise, and notify supervisors as soon as defects are found by the unit requesting amendments or changes in the documents through the Head of Department, including specifying the reason for requesting to change or amend the documents and the content needed to be edited by asking for approval as same as a request to create a new document. The revised documents are assigned the revised version number, and the original document is moved to the out-of-date document type and stored in the electronic document system for reference.



4.9 Documents must be reviewed on a regular basis or if there is a change in the practical guidelines.

4.10 For keeping the control of documents up to date, the current document shall be referred to from the document as a mandatory document and set the edition of the revision (if the document is edited). The printed documents used in units cannot be referenced. They are designated for use only for training purposes. Obsolete documents are identified the document type as obsolete ones.

4.11 Documents brought from external agencies or acquired from outside include academic documents, textbooks, manuals, books, forms, documents for the use of equipment, tools, and devices that the unit considers as references for operations that affect the quality and safety of customers. They must be controlled by the Head of Departments or related persons, as the case may be. If such documents need to be distributed to more than one concerned department, such documents must be brought into the Company's document control system following the procedures for requesting document approval and specifying document types as required.

4.12 To destroy documents, when a new document is announced or cancelled, relevant agencies having such documents in their possession or have copies for use in the department are obliged to destroy the original documents. In the case of forms containing customer information, such documents are strictly prohibited to be reused or sold. If not in use, they must be destroyed only. The original documents shall be renamed as outdated documents and kept for reference only.

4.13 Monitoring of Enforcement of Documents

- From recording the list of employees of each department by the Head of Department that have been trained for the use of those documents.
- From the internal quality audit to monitor the enforcement of current documents and the use of outdated documents or the use of documents taken from outside the Company.
- From on-site monitoring by the internal quality audit to assess compliance with the announced policies.
- From tracking a report of incidents from the use of outdated documents or non-compliance with established policies or guidelines.

## 5. Monitoring and Evaluation

5.1 The document monitoring and evaluation is based on

- the record of signature when the Head of Departments provides training
- internal quality audits

5.2 Information obtained from internal audits and an overview of the Company's operations, etc., which will reflect the effectiveness of the document's applicability.



This Documentation Control Policy was considered and approved at the Board of Directors' meeting No. 2/2025 on February 20, 2025. It shall be effective from February 20, 2025 onwards.

Note: This English translation is for reference purposes only. In the event of any discrepancy between the Thai original Documentation Control Policy and this English translation, the Thai original shall prevail.

Mr. Komol Rungruangyot  
Chairman of Board of Directors

Euroasia Total Logistics Public Company Limited