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| **STATIONS**  |
| 1 | TRAINING | GS ( HI-Loader/Conveyor Belt/Pax Steps/Tractor/Medical Lift ) |
| CGO ( DGR / Tariffs / CargoSpot System )  |
| GH ( Load Control / Baggage SVCs / Customer SVCs / Safety / DGR ) |
| 2 | VACCUMCLEANERS | Numbering of the Vacuum Cleaners  |
| Keeping the updated record of all vacuum cleaners  |
| Status of vacuum cleaners |
| 3 |  PLASTIC  BAGS | North Station ( HAS\*AJF\*RAE\*URY\*RAH\*TUI\*AQI ) |
| Central & South Stations ( GIZ\*TIF\*ABT\*DWD\*ULH\*HOF\*WAE\*EJH )  |
|  |
| 4 | STATIONREQUESTS |  |
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|  |
| 5 | SHOQL MANUALS |  |
|  |
|  |
| 6 | CARGO MANUALS |  |
|  |
|  |
| 7 | PUSH BACK |  |
|  |
|  |
| 9 | QUALITY |  |
|  |
|  |
| 10 | EMPLOYEES |  |
|  |
|  |
| 11 | FORMS |  |
|  |
|  |
| 12 | JOB DESCRIPTION |  |
|  |
|  |
|  13 | ORGANIZATION CHART |  |
|  |
|  |
| 14 | CARGOMANUALS |  |
|  |
|  |
| 15 | FOLLOW UP |  |
|  |
|  |
| 16 | MAIN STOREJEDDAH |  |
|  |
|  |
| 17 | STATIONS SUP-STORE |  |
|  |
|  |
| 18 | YEARLY INVENTORY |  |
|  |
|  |
| 19 | PROPERTY |  |
|  |
|  |
| PREPARED BY: | SIGNATURE: DATE /  |