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| القائمة الرئيسية للوثائق |

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| م | | اسم الوثيقة | الرقم  الكودى | | تعديل | | | إجمالي  النسخ | بيان توزيع النسخ | | | | | | | | | | | | | | | | |
| رقم | تاريخ | | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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| 1-  2- | | | | 3-  4- | | | 5-  6- | | | | | 7-  8- | | | | | 9-  10-  11- | | | | | | | | |
| إعداد: مسؤول ضبط الوثائق يعتمد مدير عام الإدارة العامة للموارد البشرية    الاسم : التوقيع : التاريخ : الاسم : التوقيع : التاريخ : | | | | | | | | | | | | | | | | | | | | | | | | | |