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| **سجل حصر الوثائق داخل القسم / الوحدة** |

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| **م** | **اسم الوثيقة** | **الرقم**  **الكودى** | **أخر تعديل** | | **رقم**  **النسخة** | **بيانات حائز الوثيقة** | | |
| **رقم** | **تاريخ** | **إسم** | **وظيفة** | **توقيع** |
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**مسؤول ضبط الوثائق**

**التوقيع**