

CONTROL OF CUSTOMERS' PROPERTY
WORK INSTRUCTION
UIS-I-17

1. Scope of application

All customers' property which includes samples, documents, **personnel data and intellectual property** and other items whatsoever received at Technical Department **and by the inspector**.

2. Instructions

Technical Department is responsible for the following:

2.1 Samples:

Samples are treated according to work instruction UIS-I-02 Samples Storing and Preservation.

2.2 Documents:

Documents are treated with higher confidentiality identified and filed with unique numbers according to Technical Sections Filing System (see IMM Work Instruction UIS-I-22 and FFS Work Instruction UIS-I-23).