

Title

: PHOTOGRAPHY SERVICES

Ref. No.

: IIUM/OCAP/04

Version No: : 03 Revision No : 00

Effective Date: 14/8/2024

PHOTOGRAPHY SERVICES

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Date : 14/8/2024	Date : 14/8/2024	



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1.0 OBJECTIVE

The purpose of this document is to ensure that the photography services provided are efficiently managed to meet customer's satisfaction.

2.0 SCOPE

The procedure covers the following activities:

- 2.1 Application for photo coverage
- 2.2 Photo processing
- 2.3 Filling of photos in image bank (Refer to WI-06)
- 2.4 Request for photos (Refer to WI-07)
- 2.5 Assignment of associates photographers (Refer to WI-08)

3.0 ACCOUNTABILITY

4.0 ABBREVIATION

3.1	AO	: Administration Officer
3.2	SAA	: Senior Administrative Assistant
3.3	P	: Photographer
3.4	AP	: Associate Photographer
3.5	OCAP	: Office for Communication, Advocacy and Promotion

5.0 REFERENCE

1. Image Bank Manual

6.0 RECORD RETENTION PERIOD



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7.0 PROCESS FLOW

Flow Chart Responsibility REQUEST FOR PHOTO Start Received application form from SAA K/C/D/I/O AO / SAA NO Yes Assign photographer to retrieve from SAA the image bank Liaise with the requester Photographer Retrieving and selecting Photographer (Refer to WI-07) Photo submission SAA End