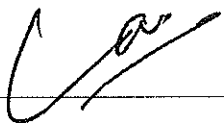





PHOTOGRAPHY SERVICES

Prepared By:-	Approved By:-
	
Name : Roslan Rusly	Name : Shahrizad binti Sa-idul Haj
Position : Senior Assistant Director Office for Communication Advocacy and Promotion	Position : Director Office for Communication Advocacy and Promotion
Date : 14/8/2024	Date : 14/8/2024

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

7.0 PROCESS FLOW

Responsibility

Flow Chart

REQUEST FOR PHOTO

