



Quality Document		MR.QF.09	
QA/QC MASTER REGISTER		Issue	: 01
Documents		Revision	: 01
		Date	: 17-Jun-25

Sl No:	Category	Doc No.	Description	Name	Document Reference	Status	Issue	Revision	Revision Date	Frequency of review	Review Date	Retention
1	HR POLICIES AND PROCEDURES	1	Document	HR MANUAL	EMF-HRM	Done	1	00	15/05/2025	1 year	14/05/2026	5 years
2		1	Document	Recruitment and Selection	HR.QPP.01.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
3		2	Document	Employee Orientation	HR.QPP.02.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
4		3	Document	Probation and Confirmation	HR.QPP.03.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
5		4	Document	Attendance and Timekeeping	HR.QPP.04.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
6		5	Document	Overtime Policy	HR.QPP.05.i05.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
7		6	Document	Annual Leave Policy	HR.QPP.06.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
8		7	Document	Sick Leave	HR.QPP.07.i01.R01	Done	1	02	17/06/2025	1 year	16/06/2026	5 years
9		8	Document	Maternity Leave	HR.QPP.08.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
10		9	Document	Other Leaves	HR.QPP.09.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
11		10	Document	Employee Discipline	HR.QPP.10.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
12		11	Document	Resignation	HR.QPP.11.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
13		12	Document	Termination	HR.QPP.12.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
14		13	Document	Exit Interview	HR.QPP.13.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
15		14	Document	Air Ticket	HR.QPP.14.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
16		15	Document	CODE OF CONDUCT	HR.QPP.15.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
17		16	Document	Short leave policy	HR.QPP.16.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
18		17	Document	Mobile phone restriction	HR.QPP.17.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
19		18	Document	HR risk register	HR.QPP.18.i01.R00	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
20		19	Document	Community development	HR.QPP.19.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
21		20	Document	SOP-HR Department	HR.SOP-04.i01R03	Done	1	03	10/06/2025	1 year	09/06/2026	5 years

22		21	Document	Company Hierarchy	HR.QD.01.i01.R01	Done	1	01	17/06/2025	1 year	16/06/2026	5 years
23		22	Document	Competence and skill requisites	HR.QD.02.i01.R02	Done	1	02	17/06/2025	1 year	16/06/2026	5 years
24		23	Document	Delegation of Authority	HR.QD.04.i01.R02	Done	1	02	17/06/2025	1 year	16/06/2026	5 years
25		24	Document	EMF-orientation	HR.QD.05.i01.R02	Done	1	02	17/06/2025	1 year	16/06/2026	5 years
26		1	Chart	Emirates Mining Factory Organization Chart	EMF.ORG.i01.R01	Done	1	02	17/06/2025	1 year	16/06/2026	5 years
27	COMPLIANCE POLICIES	1	Document	Anti Bribery and Corruption Policy	EMF.POL.CP-01	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
28		2	Document	AML-CFT Policy Manual	EMF.POL.CP-02	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
29		3	Document	General AML-CFT COMPLIANCE POLICY	EMF.POL.CP-03	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
30		4	Document	Grievance Mechanism	EMF.POL.CP-04	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
31		5	Document	Responsible Sourcing & Supply Chain Policy	EMF.POL.CP-05	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
32		6	Document	RJC policy	EMF.POL.CP-06	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
33		7	Document	Human rights policy	EMF.POL.CP-07	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
34		8	Document	Sustainability policy	EMF.POL.CP-08	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
35		9	Document	Provenance Claim policy	EMF.POL.CP-09	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
36		10	Document	Facilitation payment policy	EMF.POL.CP-10	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
37		11	Document	Confidentiality and Business ethics policy	EMF.POL.CP-11	Done	1	00	02/06/2025	1 year	01/06/2026	5 years
38		12	Document	Responsible business practices policy	EMF.POL.CP-12	Done	1	00	30/06/2025	1 year	29/06/2026	5 years
39		13	Document	Security Policy	EMF.POL.CP-13	Done	1	00	30/06/2025	1 year	29/06/2026	5 years
40		1	Document	PURCHASE	SOP-01	Done	1	03	10/06/2025	1 year	09/06/2026	5 years
41		2	Document	SALES AND MARKETING	SOP-02	Done	1	00	15/10/2024	1 year	14/10/2025	5 years
42	(SOPs)	3	Document	Equipment MAINTENANCE	SOP-03	Done	1	00	15/10/2024	1 year	14/10/2025	5 years
43		4	Document	HR	SOP-04	Done	1	03	10/06/2025	1 year	09/06/2026	5 years
44		5	Document	Operation	SOP-05	Done	1	00	16/06/2025	1 year	15/06/2026	5 years
45		6	Document	Vault	SOP-06	Done	1	01	29/04/2025	1 year	28/04/2026	5 years
46		7	Document	Logistic operations	SOP-07	Done	1	00	17/06/2025	1 year	16/06/2026	6 years
47		1	Document	REDUCE WASTAGE OF WATER	OCP-01	Done	1	00	17/06/2025	1 year	16/06/2026	5 years

48	COMPLIANCE PROCEDURES	2	Document	DIESEL STORAGE	OCP -02	Done	1	00	17/06/2025	1 year	16/06/2026	5 years
49		3	Document	DISPOSAL OF USED WASTE MATERIALS	OCP -03	Done	1	00	17/06/2025	1 year	16/06/2026	5 years
50		4	Document	CONTROL OF NOISE POLLUTION IN KEY SECTION	OCP -04	Done	1	00	17/06/2025	1 year	16/06/2026	5 years
51		5	Document	HANDLING & STORAGE OF EMPTY CONTAINERS	OCP -05	Done	1	00	17/06/2025	1 year	16/06/2026	5 years
52		6	Document	Waste Management	OCP -06	Done	1	00	17/06/2025	1 year	16/06/2026	5 years
53		1	Document	Customer Account Opening Procedure	CP - 01	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
54	COMPLIANCE PROCEDURES	2	Document	Risk Assessment Procedure	CP - 02	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
55		3	Document	Enhanced Due Diligence Procedure	CP - 03	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
56		4	Document	Physical Gold / Shipment Receipt Procedure	CP - 04	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
57		5	Document	Updating Customer's Records Procedure	CP - 05	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
58		6	Document	Internal Audit Procedure	CP - 06	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
59		7	Document	Records Management Procedure	CP - 07	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
60		8	Document	Training & Communication Procedure	CP - 08	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
61		9	Document	Policy Review Procedure	CP - 09	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
62		10	Document	Document Control Procedure	CP - 10	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
63		11	Document	Cash Payment Procedure	CP - 11	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
64		12	Document	Internal Transfer (Funds / Gold) Procedure	CP - 12	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
65		13	Document	Cheque Payment Procedure	CP - 13	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
66		14	Document	Wire transfer Payment Procedure	CP - 14	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
67		15	Document	Inward Payment Receipt Procedure	CP - 15	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
68		16	Document	Physical Gold Delivery Procedure	CP - 16	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
69		17	Document	Suspicious Transaction / Activity Identification & (Internal / External Reporting) Procedure	CP - 17	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
70		18	Document	Targeted Financial Sanctions, Screening & Reporting Procedure	CP - 18	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
71		19	Document	Management Reporting Procedure	CP - 19	Done	1	1	02/06/2025	1 year	01/06/2026	5 years
72		1	Document	CONTROL OF DOCUMENTS	IMSP-01	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
73		2	Document	CONTROL OF RECORDS	IMSP-02	Done	1	01	15/10/2024	1 year	14/10/2025	5 years

74	IMS PROCEDURES	3	Document	INTERNAL AUDIT	IMSP-03	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
75		4	Document	MANAGEMENT REVIEW MEETING	IMSP-04	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
76		5	Document	CONTROL OF PRODUCT NON-CONFORMANCE	IMSP-05	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
77		6	Document	CORRECTION and CORRECTIVE ACTION	IMSP-06	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
78		7	Document	RISKS AND OPPORTUNITIES	IMSP-07	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
79		8	Document	IDENTIFICATION OF HSE ASPECTS	IMSP-08	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
80		9	Document	IDENTIFICATION OF LEGAL REQUIREMENTS	IMSP-09	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
81		10	Document	MONITORING AND MEASUREMENT	IMSP-10	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
82		11	Document	EMERGENCY PREPAREDNESS	IMSP-11	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
83		12	Document	INCIDENT, ACCIDENT INVESTIGATION	IMSP-12	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
84		13	Document	IMS POLICY	EMF.POL.IMS	Done	1	02	24/04/2025	1 year	23/04/2026	5 years
85		14	Document	IMS Manual	EMF.IMSM	Done	1	01	15/10/2024	1 year	14/10/2025	5 years
86		15	Document	RJC Manual	EMF.RJCM	Done	1	00	17/06/2025	1 year	16/06/2026	5 years
87		16	Document	Sustainability Strategies- Year 2025-2029	EMF-ESG.01	Done	1	00	15/01/2025	1 year	14/01/2026	5 years
88		17	Document	Comprehensive Peer group analysis	EMF-ESG.02	Done	1	00	15/01/2025	1 year	14/01/2026	5 years
89	Art and Design	1	Document	Design and development procedure	DD-01	Done	1	0	15/10/2024	1 year	14/10/2025	5 years