

1. **Introduction**

The first part of the document discusses the importance of maintaining accurate records and the role of the committee in ensuring compliance with the relevant regulations.

The second part of the document outlines the specific procedures and guidelines that must be followed by all members of the organization to ensure the integrity of the data.

The third part of the document provides a detailed overview of the current status of the project and the progress made to date.

The fourth part of the document discusses the challenges faced during the implementation phase and the strategies used to overcome them.

The fifth part of the document provides a summary of the findings and conclusions drawn from the analysis. It also includes recommendations for future work and a list of references.

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