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AUTHOR	A Theakston
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Quality Assurance Policies and Procedures

USE OF SEAL

- 1 The seal shall be kept by the Assistant Principal, Finance. When used the seal must be attested by any two of the Chairman, Vice-Chairman and Principal or any one of them and any other member of the board.
 - 1.1 The Assistant Principal, Finance will enter details of the use of the seal in the seal register which he/she will maintain and will also report any use of the seal to the corporation board at its next meeting.