3 Office Memo Filing System

All Office Memorandum are scanned and posted to the Company intranet.

Office Memo Filing System

OM-QESP	Documentation of Quality & Environmental Management System Procedures
OM-PQP	Documentation of Project Quality Plan
OM-Pro.Con	Process Control
OM-Doc.Con	Document Control
OM-LC	Library Control
OM-Arc.Con	Archive Control
OM-Pur.Con	Purchasing Control
OM-Tra.Con	Training Control
OM-FR	Feedback Reporting
OM-CO	Preparation of Consultancy Offer
OM-PC & SAR	Project Commission and Service Agreement Review
OM-DE	Design Control/Design Procedures
OM-DCC	Design Change Control
OM-DO	Drawing Control/Drawing Office Procedures
OM-SC	Specification Control
OM-TPE	Tender Process Evaluation
OM-CPC	Construction Process Control
OM-TC	Testing & Commissioning
OM-QESA	Quality & Environmental Management System Audit
OM-IT	Information Technologies
OM-OA	Office Administration Procedures
OM-PA	Project Administration (including site procedures, project completion, etc)
OM-LA	Local Authorities Regulation, CP, Standards, etc.
OM-EIC	Environmental Issues Control