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Our Ref: OM-QESP/075

19 February 2018

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

REVISED QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES (QEMSP)

Please note that the following in the QEMSP has been updated and posted on the Intranet.

Section S5	-	Library Control
Section S6	-	Archive Control
Form S6.A	-	Archive Form
Form S6.B	-	Archive Retrieval Form
Section S7	-	Filing Control
Section S9	-	Administration Control
Section S10	-	Purchasing Control

Details of the changes are in the attached revision schedule.

CHOONG CHOON GUAN

cc LFY/GSH
cc ISO File

enc

/ji

BCA ISO 14000 CERT NO.: 2008134 SS ISO 14001: 2004
BCA ISO 9000 CERT NO.: 324 SS ISO 9001: 2008
SAC ACCREDITED CERTIFICATION BODY Cert No: QS - 1997-02 Member of the IAF MLA for QMS