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Our Ref: OM-SC/022

20 June 2008

MEMORANDUM

To: All Staff

From: Loh Fook Yuen

SPECIFICATIONS

Please note that soft copies of our Master Specifications and Project Specifications are now accessible in pdf format. Hardcopies of the Master Specifications are also available in the library for reference.

All staff are reminded that the selection sheet should be used for selecting the specification clauses required for their project and this selection sheet is to be given to Admin for preparation of the specifications. Changes to the master specifications to suit a particular project or client requirements can only be made after consultation with and agreement by the Project Director in-charge. All project specifications shall be checked by the Project Manager prior to issuance to the client or for calling of tender as required by Section S4 – Specification Control of our Quality & Environmental Management System Procedures.

Loh Fook Yuen

cc TLS/RT/LCT/CCG/GSH/SKY
cc Memo File

LFY/na

BCA
ISO 9000
CERT NO.: 324
SS ISO 9001 : 2000