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Our Ref: OM-PQP/020

25 October 2012

MEMORANDUM

To: Members of Staff

From: Andrew Loh

REVISED QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES (QEMSP) – STANDARD FORM

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

Section S3 - Documentation of Project Quality Plan

Form No. SC3.PQP - Project Quality Plan

Details of the changes are in the attached revision schedule.

ANDREW LOH

cc LFY/CCG/TLS/GSH
cc ISO File

enc

/fty

BCA ISO 14000 CERT NO: 2002M134 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

QEMS PROCEDURE

REVISION SCHEDULE

Item	Date of Issue	Amendments			Remarks
		Section	Revision	Page(s)	
1	13/12/10	S10	1	4	Clause 5 (Procedures) – General Revision Categorized items & assessment and evaluation of suppliers for purchasers costing more than $200/-
2	13/12/10	E8	1	2	Clause 1 to 3 (Procedures) – General Revision Revise procedures to include methods of handling disposed computer/office equipment/ electrical hardware
3	01/03/11	QE3	1	2	Form QEC3.B – Client's Feedback Form – General Revision
4	05/04/12	M2	1	2	Form MC2.A – Project Announcement Form – General Revision
5	06/08/12	SC8.F	1	1	Form SC8.F – Request for Allocation of Drafting Staff
6	25/10/12	S3	1	4	Form SC3.PQP – Project Quality Plan