Our ref: OM-QSA/047

17 June 1997

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MEMORANDUM

To : LWC/TKL/CLM/CCG/LTC/CHL/FYC/GSH/LKS/TYC/LFY/RW

From : Andrew Loh

Subject : Quality Management System
Project Quality Plan

Please take note of the following when issuing Project Quality Plans:

1. A memo is to be covered to Controlled Copy Holders and the reference shall be **`Project No. - PQP'** instead of **`Project No. - QSP'** (an abstract of Office Memo dated 12 February 1997, *Item 2.3 - Quality System File* is attached for your easy reference).

2. Project Quality Plans issued are to be bound appropriately instead of being issued in loose pieces.

Your co-operation to the above are much appreciated.

ANDREW LOH

DISTRIBUTION

TLS/RT
Admin.
Notice Board (OM-QSA)
ISO 9001 File

/mf

2. PROJECT FILING SYSTEM (CONT'D)

2.1 Project Files (Cont'd)

Project No.	- GC *	Miscellaneous (all correspondences not related to any aspect of M&E works (i.e. technical, cost, contractual etc) and strictly speaking can therefore be discarded).
	- DF	Defects and Rectification Status
	- EOT	Correspondences pertaining to Extension of Time Claim by Contractor. (Note: This file needs not be opened for most projects)

2.2 Services File

Services No.	- G	General correspondences related to the respective Sub-Contract Works.
	- Q	Quotations & Estimates
	- VO	Variation Orders, Variation Approval & Statement of Contract Cost
	- PP	Progress Payment
	- AI	Instructions to Sub-Contractors or Architect's Instructions pertaining to the respective Sub-Contract Works.
	- AD	Site Directions related to the respective Services
	- CF	Confidential File pertaining to the respective M&E Sub-Contract Works (i.e. prequalification of tenderers, tender clarifications, tender reports etc.)

2.3 Quality System File

Project No.	- QSP	Quality System Procedures related documentation (i.e Internal Audit Report, Feedback Report, Design Review Checklist, etc.)
	- PQP	Project Quality Plan inclusive of all superseded issues.