Our Ref: OM-QSA/010

6 March 2002

MEMORANDUM

To: List of Attendees

From: Tan L S

ISO 9001 : 2000 INTERNAL AUDITOR/AWARENESS WORKSHOP

The Company is embarking on an exercise to upgrade the current Quality Management System to comply with the latest Year 2000 version. As parts of the upgrading requirements, we would need to create staff awareness of the new version of Quality Management System while re-training all our current Internal Auditors to undertake task based on ISO 9001 : 2000. In this connection, an external consultant has been engaged to conduct a workshop to fulfill these requirements.

The objectives of this workshop are:

(a) To re-train all existing Internal Auditors for the new ISO 9001 : 2000 standard.
(b) To impart knowledge and awareness of the new ISO 9001 : 2000 standard to all key staff.
(c) To identify and train other potential staff as Internal Auditors.

You have been selected to attend the workshop to be conducted over a weekend retreat in a resort in Malaysia as follows:

Date	:	29 – 31 March 2002 (Friday to Sunday)
Venue	:	Desaru Impian Resort in Johor, Malaysia
Transportation	:	Chartered bus (Departure time from Singapore and Desaru to be decided later)
Meals Provided	:	29 March 2002 : Lunch & dinner 30 March 2002 : Breakfast, lunch & dinner 31 March 2002 : Breakfast & lunch (fastfood or in the form of cash allowance)
Itinerary	:	Day 1 (Friday) : am - Travelling and check-in to resort pm - Half day workshop Day 2 (Saturday) : Full day workshop Day 3 (Sunday) : Free and easy

Recreational activities available from the resort, and shopping at Johor Baru on 31 March 2002 (if requested by majority of participants) will be arranged and confirmed later.

It is essential that all selected staff attend the workshop and certificates will be issued to all attendees who completed the workshop. SL will obtain your confirmation of attendance by 8 March 2002.

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Tan L S

cc RT/LCT

CCG/TLS/na