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Our Ref: OM-QSA/035

21 December 2004

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

BCA ISO 9000 CERTIFICATION SCHEME
CONTINUOUS REGISTRATION AUDIT

Please be advised that the Continuous Registration Audit is scheduled for 19 and 20 January 2005 and all staff are reminded to avoid taking leave on these dates.

ANDREW LOH

cc TLS/RT/CCG/LFY
cc Notice Board
cc ISO File

enc

LCT/hi

BCA
ISO 9000
CERT. NO.: 236
SS ISO 9001 : 2000