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Our Ref: OM-QEM/007

29 February 2012

MEMORANDUM

To: Members of Staff

From: Andrew Loh

REVISED QUALITY & ENVIRONMENTAL MANUAL (QEM)

Please note that the following in the QEM Manual has been updated and posted on the Intranet.

Section 1.0	-	Document Control for Quality & Environmental Manual
(Clause 1.4)	-	Notice

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: 2005/034 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

MASTER DOCUMENT STATUS LIST

		DATE OF REVISION									
DESCRIPTION	Day	16	09								
	Month	08	02								
	Year	10	12								
		Revision Status									
Quality & Environmental Manual		0	1								

QEM MANUAL

REVISION SCHEDULE

Item	Date of Issue	Amendments			Remarks
		Section	Revision	Page(s)	
1	09/02/12	1.0	1	1	Clause 1.4 - Notice

The Document Controller shall retain a copy of all superseded revisions for record purposes. All superseded revisions in the record shall be stamped 'SUPERSEDED'.

"Uncontrolled Copy" shall not attract amendments and re-issue.

"Revision" number shall commence at zero (0).

The Quality & Environmental Manual shall be re-issued in its entirety for any amendments and all re-issuance shall constitute an increment in the revision status (i.e. Revision: 0 to Revision: 1).

1.4 Notice

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Any comments and/or suggestions regarding its content should be presented in a written form and forwarded to:

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