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Our Ref: OM-QEM/027

12 March 2013

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

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
Section 4.0	-	Quality & Environmental Management System
(Clause 4.4.1.2)	-	Infrastructure & Work Environment

Details of the changes are in the attached revision schedule.

CHOONG CHOON GUAN

cc LFY/TLS/GSH
cc ISO File

enc

/fty

BCA ISO 14000 CERT NO.: 2008/134 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

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QEM MANUAL

COPY NO.	COPY HOLDER	DATE OF ISSUE	REMARKS
Master Copy	FTY	12 March 2013	
1	Library	12 March 2013	Library Ref: 081
2	Library	12 March 2013	Library Ref: 082

MASTER DOCUMENT STATUS LIST

DESCRIPTION		DATE OF REVISION									
	Day	16	09	12	12						
	Month	08	02	03	03						
	Year	10	12	13	13						
		Revision Status									
Quality & Environmental Manual (Sections 1.0)		0	1	**2**							
Quality & Environmental Manual (Sections 4.0)					**1**						

QEM MANUAL

REVISION SCHEDULE

Item	Date of Issue	Amendments			Remarks
		Section	Revision	Page(s)	
1	12/03/13	1.0	2	1	Clause 1.4 - Notice
2	12/03/13	4.0	1	1	Clause 4.4.1.2 – Infrastructure & Work Environment

The Document Controller shall retain a copy of all superseded revisions for record purposes. All superseded revisions in the record shall be stamped 'SUPERSEDED'.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

This QUALITY & ENVIRONMENTAL MANUAL is a confidential document of Alpha Consulting Engineers Pte Ltd. This document shall not be reproduced or transmitted in any form/by any means, including photocopying, recording by any data/information storage and retrieval system, etc. without the express permission of Alpha Consulting Engineers Pte Ltd in writing. The distribution or sale of an unauthorised copy or adaptation of this document (in whole or in part) will be an infringement of copyright.

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

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responsibilities and authorities are defined and communicated within the company in order to facilitate effective quality and environmental management.

The Company shall identify resources requirements and provide adequate resources from time to time, including:

(a) Assignment of competent personnel for management, performance of work and verification activities.

(b) Acquire the relevant software for efficient and competent design, and for analysis of output.

The Management shall identify resources through systematic staff recruitment exercise that provides the necessary human resources requirements.

The new staff induction and training activities carried out by organisation are specified in the training procedure.

The resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

4.4.1.2 Infrastructure & Work Environment

Alpha Consulting Engineers Pte Ltd's office is located in *Bukit Merah Central*. The office is generally air-conditioned and provided with the necessary furniture, office equipment, stationery, computers, printers, IT and design software, etc.

For projects under construction stage where the Site Staff is assigned for full-time supervision of the Contractor's installation and work progress, the project site office will generally be provided by the Client complete with air-conditioning, necessary furniture, office equipment, stationery, computers, printers, software, etc. Personal protective equipment such as safety helmets, safety boots, safety belts etc. will also be provided by the Client/Contractor.

In order to ensure that the work environment has a positive influence on motivation, satisfaction and performance of staff and to enhance the performance of the Company, from time to time, the Management will identify suitable work environment and consider the following should the need arises: