Our Ref: OM-QESP/006

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1 March 2011

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

REVISED QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES (QEMSP) – STANDARD FORM

Please note that the following standard form in the QEMSP has been updated and posted on the Intranet.

Section QE3 - Client's Feedback

Form No. QEC3.B - Client's Feedback Form

Details of the changes are in the attached revision schedule.

CHOONG CHOON GUAN

cc LFY/LCT/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 : 2000
SAC ACCREDITED CERTIFICATION BODY Cert No: QS-1997-02 Member of the IAF MLA for QMS

QEMS PROCEDURE

REVISION SCHEDULE

Item	Date of Issue	Amendments			Remarks
		Section	Revision	Page(s)	
1	13/12/10	S10	1	4	Clause 5 (Procedures) – General Revision Categorized items & assessment and evaluation of suppliers for purchasers costing more than $200/-
2	13/12/10	E8	1	2	Clause 1 to 3 (Procedures) – General Revision Revise procedures to include methods of handling disposed computer/office equipment/ electrical hardware
3	01/03/11	QE3	1	2	Form QEC3.B – Client's Feedback Form – General Revision