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Our Ref: OM-QESP/023

13 September 2010

MEMORANDUM

To: Members of Staff

From: Andrew Loh

IMPLEMENTATION OF QUALITY AND ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) FOR ISO 9001:2008 AND ISO 14001:2004

We are pleased to inform that our existing documentations for Quality & Environmental Management System have been upgraded to ISO 9001:2008 which also include the Environmental Management requirements.

The complete Quality & Environmental Management System (QEMS) Manual and Procedures have also been uploaded onto our Intranet for reference and shall be followed by all Staff with immediate effect.

ANDREW LOH

cc LFY/TLS/CCG/GSH
cc Memo File

enc

LCT/hi

BCA ISO 14000 CERT NO.:2005/134 BS EN ISO 14001 : 2004
BCA ISO 9000 CERT. NO.: 324 BS ISO 9001 : 2000
SAC ACCREDITED CERTIFICATION BODY
Member of the IAF MLA for QMS

MASTER DOCUMENT STATUS LIST

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

MASTER DOCUMENT STATUS LIST

DESCRIPTION		DATE OF REVISION									
	Day	16									
	Month	08									
	Year	10									
Quality & Environmental Management System Procedures		**Revision Status** (X -Deleted/Discontinued)									
Main Process											
M1 - Preparation of Consultancy Offer		0									
M2 - Project Commission and Service Agreement		0									
M3 - Design Control		0									
M4 - Design Change Control		0									
M5 - Tender Process and Evaluation		0									
M6 - Authority Submission		0									
M7 - Construction Process Control		0									
M8 - Testing and Commissioning		0									
Supporting Process											
S1 - Document Control		0									
S2 - Documentation of Quality Management System Procedures		0									
S3 - Documentation of Project Quality Plan		0									
S4 - Specification Control		0									
S5 - Library Control		0									
S6 - Archive Control		0									
S7 - Filing Control		0									
S8 - Drawing Control		0									
S9 - Administration Control		0									

MASTER DOCUMENT STATUS LIST

DESCRIPTION		DATE OF REVISION									
	Day	16									
	Month	08									
	Year	10									
Quality & Environmental Management System Procedures		**Revision Status** (X -Deleted/Discontinued)									
S10 - Purchasing Control		0									
S11 - Training Control		0									
S12 - Computer Control		0									
Quality & Environmental Management System											
QE1 - Quality & Environmental Management System Audit		0									
QE2 - Feedback Reporting		0									
QE3 - Client's Feedback		0									
QE4 - Management Review		0									
Environmental Process											
E1 - Aspect/Impact Identification, Risk Assesment & Control		0									
E2 - Identifying Legal & Other Requirements		0									
E3 - Objectives, Targets & Programmes		0									
E4 - Communication		0									
E5 - Emergency Preparedness & Response		0									
E6 - Monitoring & Measurement		0									
E7 - Control of Air & Noise Pollution		0									
E8 - Management of Wastes		0									