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Our Ref: OM-QESP/039

20 January 2014

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.

Form No. SC11.A - New Staff Induction Training Record

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

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
4	05/04/12	M2	1	2	Form MC2.A – Project Announcement Form – General Revision
5	06/08/12	SC8.F	1	1	Form SC8.F – Request for Allocation of Drafting Staff
6	25/10/12	S3	1	4	Form SC3.PQP – Project Quality Plan
7	20/01/14	SC11.A	1	5	Form SC11.A – New Staff Induction Training Record

DESCRIPTION		DATE OF REVISION									
	Day	16	01	05	15	25	20				
	Month	08	03	04	08	10	01				
	Year	10	11	12	12	12	14				
Quality & Environmental Management System Procedures Forms		**Revision Status** (X -Deleted/Discontinued)									
MAIN PROCESS											
MC1.A - Project Enquiry Document		0	0	0	0	0	0				
MC2.A - Project Announcement		0	0	1	1	1	1				
MC3.A - Design Review Record		0	0	0	0	0	0				
(M3) - Standard Calculating Sheet		0	0	0	0	0	0				
MC4.A - Change Note		0	0	0	0	0	0				
MC4.B - Change Note Register		0	0	0	0	0	0				
MC5.A - Pre-Qualification Form For Tenderers		0	0	0	0	0	0				
MC5.B - Tender Document Lithography Cost Worksheet		0	0	0	0	0	0				
MC5.C - Summary of Tender Received		0	0	0	0	0	0				
MC7.A - Shop Drawing Submission Status Format		0	0	0	0	0	0				
MC7.B - Material Sample Review Form		0	0	0	0	0	0				
MC7.C - Request for Deviation		0	0	0	0	0	0				
MC7.D - Register of Request For Deviation		0	0	0	0	0	0				
MC7.E - Draft Variation Order		0	0	0	0	0	0				
MC7.F - Sub-Contract Value Summary		0	0	0	0	0	0				
SUPPORTING PROCESS											
(S1) - Transmittal Form		0	0	0	0	0	0				
SC2.A - Controlled Copy Holders & Distribution Records		0	0	0	0	0	0				

DESCRIPTION		DATE OF REVISION									
	Day	16	01	05	15	25	20				
	Month	08	03	04	08	10	01				
	Year	10	11	12	12	12	14				
Quality & Environmental Management System Procedures Forms		**Revision Status** (X -Deleted/Discontinued)									
SUPPORTING PROCESS (Cont'd)											
SC2.B - Revision Schedule		0	0	0	0	0	0				
SC2.C - Master Document Status List		0	0	0	0	0	0				
SC3.PQP - Project Quality Plan		0	0	0	0	1	1				
SC5.A - Purchase/Loan Requisition Form		0	0	0	0	0	0				
SC6.A - Archives Form		0	0	0	0	0	0				
SC6.B - Archives Retrieval Form		0	0	0	0	0	0				
SC8.A - Progress of Drawing Production		0	0	0	0	0	0				
SC8.B - CAD File Revision Logsheet		0	0	0	0	0	0				
SC8.C - Incoming Drawing Record		0	0	0	0	0	0				
SC8.D - Register of Request for Deviation of Standard Notes/Standard Details on Drawings		0	0	0	0	0	0				
SC8.E - Request for Deviation of Standard Notes/Standard Details on Drawings		0	0	0	0	0	0				
SC8.F - Manpower Allocation Request Form		0	0	0	1	1	1				
SC10.A - List of Vendors		0	0	0	0	0	0				
SC10.B - Stock Record		0	0	0	0	0	0				
SC11.A - New Staff Induction Training Record		0	0	0	0	0	*1*				
SC11.B - Attendance Record		0	0	0	0	0	0				
SC11.C - Training Evaluation Record		0	0	0	0	0	0				

DESCRIPTION		DATE OF REVISION									
	Day	16	01	05	15	25	20				
	Month	08	03	04	08	10	01				
	Year	10	11	12	12	12	14				
Quality & Environmental Management System Procedures Forms		**Revision Status** (X -Deleted/Discontinued)									
SUPPORTING PROCESS (Cont'd)											
SC11.D - Training Plan For Year ____		0	0	0	0	0	0				
SC12.A - System Configuration Form		0	0	0	0	0	0				
SC12.B - System Service Log		0	0	0	0	0	0				
SC12.C - User Configuration Form		0	0	0	0	0	0				
QUALITY PROCESS											
Quality & Environmental Management System											
QEC1.A - Internal Audit Plan		0	0	0	0	0	0				
QEC1.B - Internal Audit Questionnaire		0	0	0	0	0	0				
QEC1.C - Notice of Non-Compliance		0	0	0	0	0	0				
QEC1.D - Internal Audit Report Memorandum		0	0	0	0	0	0				
QEC1.E - Register of Internal Audits		0	0	0	0	0	0				
QEC2.A - Feedback Report Form		0	0	0	0	0	0				
QEC2.B - Feedback Report Log		0	0	0	0	0	0				
QEC3.A - Application for Client's Feedback		0	0	0	0	0	0				
QEC3.B - Client's Feedback Form		0	1	1	1	1	1				
ENVIRONMENTAL PROCESS											
EC1.A - Evaluation Criteria for Environmental Risk Assessment		0	0	0	0	0	0				
EC1.B - Environmental Risk Assessment Form		0	0	0	0	0	0				

		DATE OF REVISION									
DESCRIPTION	Day	16	01	05	15	25	20				
	Month	08	03	04	08	10	01				
	Year	10	11	12	12	12	14				
Quality & Environmental Management System Procedures Forms		**Revision Status** (X -Deleted/Discontinued)									
ENVIRONMENTAL PROCESS (Cont'd)											
EC1-C - Register of Significant Environmental Aspects		0	0	0	0	0	0				
EC2-A - Legal Register		0	0	0	0	0	0				
EC3.A - Environmental Management Program Form		0	0	0	0	0	0				
EC6.A - Monitoring and Measurement Plan		0	0	0	0	0	0				

Name of Staff: _____ **Date of Training:** _____

	Issuance of Items (By HR Manager)	*Tick (✓) when completed*
1.	Identity Badge Any loss of a badge must be reported immediately to the Human Resource Manager. An administration fee of $10.00 will be imposed for a new badge.	
2.	Drawer Key	
Items Issued By:		Signature:
Name of Staff:		Signature:

	Area of Induction Training (By HR Manager)	*Tick (✓) when completed*
1.	Intranet – Human Resource a) Our Staff b) Staff Leave Chart c) Overtime Key Register d) Office Seating Arrangement e) Training Schedule f) Employee Handbook	
2.	Timesheet a) E-Entry for Staff Attendance b) Out-of-office on working days c) Updating of weekly timesheets d) Submission of weekly timesheets before Tuesday for the preceding week	
3.	E-Portal a) Leave Organiser b) Claims Organiser	
4.	Conduct, Discipline, Standards of Performance and Behaviour at Work a) Working Hours b) Dress Code c) Ensure a well-organized and tidy work area d) NO ADMITTANCE rule for Accounts/HR Department e) Use of Pantry f) Use of Library g) Ensure door is properly locked before leaving the office	

	Area of Induction Training (By HR Manager)	Tick (✓) when completed
5.	Personal Information a) Notify HR Manager of changes in personal information b) Update CV	
6.	Salary To be paid monthly on the last working day of each month by direct credit transfer to the staff's designated bank account.	
7.	Benefits a) Overtime b) Medical c) Monthly Handphone Allowance d) Leave Entitlements e) Insurances	
8.	Intranet – QEMS a) Manual b) Procedures c) Internal Audit d) Standard Forms	
9.	Environmental Risk Assessment The following should be switched off before leaving your workplace and/or the office especially during lunch time and after office closure: (i) Lights and air conditioning units serving your area and other areas in the vicinity which are unoccupied (ii) Computers and peripherals which you are working on (iii) Master switches (grey) at the staff entrance door	
10.	Waste Management a) Recyclable papers should be properly disposed in boxes placed beside the copiers b) Print on recycled papers whenever possible	
11.	Emergency Preparedness a) Emergency Procedure & Contacts b) Emergency Evacuation Route c) Location of First Aid Box	
Training Conducted by:		Signature:
I have been briefed and understood the above topics. Name of Staff:		Signature:

	Area of Induction Training (By IT)	Tick (✓) when completed
1.	Computer a) Usage of computer is strictly for work and must not be used for purposes unrelated to Company business b) Only files that are work-related are allowed to be stored or saved on the computer c) Users are responsible to ensure that USB thumb drive or external hard disk mounted to the computer is virus-free d) Explanation on usage of default software installed	
2.	Email a) Responsible usage of company email system b) How emails are circulated c) Importance of using Project E-mail Address d) Purpose of IEF for internal email circulation e) External access to email account via webmail f) Access to EEF public folders g) Creating sub-folders in Inbox h) Setting "Out-of-Office" rules i) Standard email signature	
3.	File Server a) Purpose of file server b) File server storage limitations c) Explanations on the various sub-folders in "root" directory d) User's access rights e) Usage of file server is only for work-related files and folders	
4.	Intranet a) Purpose of intranet b) List of resources available in the intranet c) Restrictions for usage of resources and media from the intranet d) Usage of Citrix e) Types of software available in Citrix	
5.	Printer/Plotter a) Usage of plotter/printer/copier is strictly for work and must not be used for purposes unrelated to Company business b) Monthly printing quota c) Brief training on usage of plotter/copier (Print, Copy and Scan)	

Area of Induction Training (By IT)		Tick (✓) when completed
6.	Internet a) Internet access facility granted to all staff is strictly for work and must not be used for purposes unrelated to Company business b) Accessing pornographic or other unsuitable material, including auction or certain social networking sites is strictly prohibited	
Training Conducted by:		Signature:
I have been briefed and understood the above topics. Name of Staff:		Signature:

Area of Induction Training (By Immediate Superior)		Tick (✓) when completed
1.	Work and duties to be performed	
2.	Quality and Environmental management system requirements relating to works and duties	
Training Conducted by:		Signature:
I have been briefed and understood the above topics. Name of Staff:		Signature:

This section should be completed within one week from commencement of work.

Remarks (if any):

_____

_____

_____

I have read and understood the contents of the Employee Handbook and will comply with the rules and regulations contained herein. I understand that Alpha Consulting Engineers Pte Ltd has the right to change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice.

Name of Staff: _____

Signature: _____

Date: _____