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Our Ref: OM-QESP/041

4 April 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.C - Training Evaluation 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.: 2004134 SS ISO 14001:2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001:2008
SAC ACCREDITED CERTIFICATION BODY Cert No: QS - 1597-02 Member of the IAF MLA for QMS

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

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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	0			
SC2.C - Master Document Status List		0	0	0	0	0	0	0			
SC3.PQP - Project Quality Plan		0	0	0	0	1	1	1			
SC5.A - Purchase/Loan Requisition Form		0	0	0	0	0	0	0			
SC6.A - Archives Form		0	0	0	0	0	0	0			
SC6.B - Archives Retrieval Form		0	0	0	0	0	0	0			
SC8.A - Progress of Drawing Production		0	0	0	0	0	0	0			
SC8.B - CAD File Revision Logsheet		0	0	0	0	0	0	0			
SC8.C - Incoming Drawing Record		0	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	0			
SC8.E - Request for Deviation of Standard Notes/Standard Details on Drawings		0	0	0	0	0	0	0			
SC8.F - Manpower Allocation Request Form		0	0	0	1	1	1	1			
SC10.A - List of Vendors		0	0	0	0	0	0	0			
SC10.B - Stock Record		0	0	0	0	0	0	0			
SC11.A - New Staff Induction Training Record		0	0	0	0	0	1	1			
SC11.B - Attendance Record		0	0	0	0	0	0	0			
SC11.C - Training Evaluation Record		0	0	0	0	0	0	*1*			

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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	0			
SC12.A - System Configuration Form		0	0	0	0	0	0	0			
SC12.B - System Service Log		0	0	0	0	0	0	0			
SC12.C - User Configuration Form		0	0	0	0	0	0	0			
QUALITY PROCESS											
Quality & Environmental Management System											
QEC1.A - Internal Audit Plan		0	0	0	0	0	0	0			
QEC1.B - Internal Audit Questionnaire		0	0	0	0	0	0	0			
QEC1.C - Notice of Non-Compliance		0	0	0	0	0	0	0			
QEC1.D - Internal Audit Report Memorandum		0	0	0	0	0	0	0			
QEC1.E - Register of Internal Audits		0	0	0	0	0	0	0			
QEC2.A - Feedback Report Form		0	0	0	0	0	0	0			
QEC2.B - Feedback Report Log		0	0	0	0	0	0	0			
QEC3.A - Application for Client's Feedback		0	0	0	0	0	0	0			
QEC3.B - Client's Feedback Form		0	1	1	1	1	1	1			
ENVIRONMENTAL PROCESS											
EC1.A - Evaluation Criteria for Environmental Risk Assessment		0	0	0	0	0	0	0			
EC1.B - Environmental Risk Assessment Form		0	0	0	0	0	0	0			

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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	0			
EC2-A - Legal Register		0	0	0	0	0	0	0			
EC3.A - Environmental Management Program Form		0	0	0	0	0	0	0			
EC6.A - Monitoring and Measurement Plan		0	0	0	0	0	0	0			

Name of Trainee: _____ **Date of Course/Seminar:** _____

Name of Course/Seminar: _____ **PDU:** _____

A. Course Evaluation (by Trainee):

Please respond to the following statements by marking a tick (√)in the appropriate box:
1 – Strongly Disagree 2 – Tend to Disagree 3 – No Clear Opinion 4 – Tend to Agree 5 – Strongly Agree

1. Course Contents & Materials
   - (i) The concepts presented in the course are useful and relevant ☐1 ☐2 ☐3 ☐4 ☐5
   - (ii) The course material is directly relevant to my job ☐1 ☐2 ☐3 ☐4 ☐5

2. Course Facilitator(s)
   - (i) The presentation is systematic and well prepared ☐1 ☐2 ☐3 ☐4 ☐5
   - (ii) The trainer is able to generate interest and participation ☐1 ☐2 ☐3 ☐4 ☐5
   - (iii) The trainer is able to give practical examples ☐1 ☐2 ☐3 ☐4 ☐5

3. Participants
   - (i) As a learner, the course has met my expectations ☐1 ☐2 ☐3 ☐4 ☐5
   - (ii) I am able to put what I have learnt into practice ☐1 ☐2 ☐3 ☐4 ☐5
   - (iii) Main points/new ideas learnt from the course:

     _____

     _____
   - (iv) My suggestions for improvement:

     _____

     _____
   - (v) Overall rating of the course: ☐1 ☐2 ☐3 ☐4 ☐5

     Please respond by marking a tick (√)in the appropriate box:
     1 – Very Poor 2 – Poor 3 – Average 4 – Good 5 – Excellent
   - (vi) Suggested topic(s) to be shared with colleagues:

     _____

     _____

(vii) Mode of knowledge sharing with colleagues:
Please mark a tick (√) in the appropriate box:

☐ Conduct briefing

☐ Arrange supplier to conduct in-house training

☐ Others
Please specify: _____

For HR Use		
Acknowledged for follow-up action.		
Name:	Signature:	Date:

4. Course Materials to be extended to Library
Please mark a tick (√) in the appropriate box.

Type of Material:

☐ Hard Copy ☐ Soft Copy/CD

For Library Use		
Acknowledgement of receipt.		
Name:	Signature:	Date:

B. Evaluation On Trainee by Immediate Supervisor:
Please mark a tick (√) in the appropriate box.

☐Effective / ☐Not Effective

Comments:

_____

Name: _____

Signature: _____

Date: _____