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Our Ref: OM-QESP/056

13 January 2016

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. SC8.F - Request for Allocation of Drafting Staff

Details of the changes are in the attached revision schedule.

CHOONG CHOON GUAN

cc LFY/GSH/TLS
cc ISO File

enc

/fty

BCA ISO 14000 CERT NO: 2004/134 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
8	02/10/14	SC11.A	2	5	Form SC11.A – New Staff Induction Training Record
9	130116	SC8.F	2	1	Form SC8.F – Request for Allocation of Drafting Staff

		DATE OF REVISION									
DESCRIPTION	Day	16	01	05	15	25	20	04	02	13	
	Month	08	03	04	08	10	01	04	10	01	
	Year	10	11	12	12	12	14	14	14	16	
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	0	0	
MC2.A - Project Announcement		0	0	1	1	1	1	1	1	1	
MC3.A - Design Review Record		0	0	0	0	0	0	0	0	0	
(M3) - Standard Calculating Sheet		0	0	0	0	0	0	0	0	0	
MC4.A - Change Note		0	0	0	0	0	0	0	0	0	
MC4.B - Change Note Register		0	0	0	0	0	0	0	0	0	
MC5.A - Pre-Qualification Form For Tenderers		0	0	0	0	0	0	0	0	0	
MC5.B - Tender Document Lithography Cost Worksheet		0	0	0	0	0	0	0	0	0	
MC5.C - Summary of Tender Received		0	0	0	0	0	0	0	0	0	
MC7.A - Shop Drawing Submission Status Format		0	0	0	0	0	0	0	0	0	
MC7.B - Material Sample Review Form		0	0	0	0	0	0	0	0	0	
MC7.C - Request for Deviation		0	0	0	0	0	0	0	0	0	
MC7.D - Register of Request For Deviation		0	0	0	0	0	0	0	0	0	
MC7.E - Draft Variation Order		0	0	0	0	0	0	0	0	0	
MC7.F - Sub-Contract Value Summary		0	0	0	0	0	0	0	0	0	
SUPPORTING PROCESS											
(S1) - Transmittal Form		0	0	0	0	0	0	0	0	0	
SC2.A - Controlled Copy Holders & Distribution Records		0	0	0	0	0	0	0	0	0	

		DATE OF REVISION									
DESCRIPTION	Day	16	01	05	15	25	20	04	02	13	
	Month	08	03	04	08	10	01	04	10	01	
	Year	10	11	12	12	12	14	14	14	16	
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	0	0	
SC2.C - Master Document Status List		0	0	0	0	0	0	0	0	0	
SC3.PQP - Project Quality Plan		0	0	0	0	1	1	1	1	1	
SC5.A - Purchase/Loan Requisition Form		0	0	0	0	0	0	0	0	0	
SC6.A - Archives Form		0	0	0	0	0	0	0	0	0	
SC6.B - Archives Retrieval Form		0	0	0	0	0	0	0	0	0	
SC8.A - Progress of Drawing Production		0	0	0	0	0	0	0	0	0	
SC8.B - CAD File Revision Logsheet		0	0	0	0	0	0	0	0	0	
SC8.C - Incoming Drawing Record		0	0	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	0	0	
SC8.E - Request for Deviation of Standard Notes/Standard Details on Drawings		0	0	0	0	0	0	0	0	0	
SC8.F - Manpower Allocation Request Form		0	0	0	1	1	1	1	1	***2***	
SC10.A - List of Vendors		0	0	0	0	0	0	0	0	0	
SC10.B - Stock Record		0	0	0	0	0	0	0	0	0	
SC11.A - New Staff Induction Training Record		0	0	0	0	0	1	1	2	2	
SC11.B - Attendance Record		0	0	0	0	0	0	0	0	0	
SC11.C - Training Evaluation Record		0	0	0	0	0	0	1	1	1	

		DATE OF REVISION									
DESCRIPTION	Day	16	01	05	15	25	20	04	02	13	
	Month	08	03	04	08	10	01	04	10	01	
	Year	10	11	12	12	12	14	14	14	16	
Quality & Environmental Management System Procedures Forms		**Revision Status** (X -Deleted/Discontinued)									
<u>SUPPORTING PROCESS</u> (Cont'd)											
SC11.D - Training Plan For Year ____		0	0	0	0	0	0	0	0	0	
SC12.A - System Configuration Form		0	0	0	0	0	0	0	0	0	
SC12.B - System Service Log		0	0	0	0	0	0	0	0	0	
SC12.C - User Configuration Form		0	0	0	0	0	0	0	0	0	
<u>QUALITY PROCESS</u>											
<u>Quality & Environmental Management System</u>											
QEC1.A - Internal Audit Plan		0	0	0	0	0	0	0	0	0	
QEC1.B - Internal Audit Questionnaire		0	0	0	0	0	0	0	0	0	
QEC1.C - Notice of Non-Compliance		0	0	0	0	0	0	0	0	0	
QEC1.D - Internal Audit Report Memorandum		0	0	0	0	0	0	0	0	0	
QEC1.E - Register of Internal Audits		0	0	0	0	0	0	0	0	0	
QEC2.A - Feedback Report Form		0	0	0	0	0	0	0	0	0	
QEC2.B - Feedback Report Log		0	0	0	0	0	0	0	0	0	
QEC3.A - Application for Client's Feedback		0	0	0	0	0	0	0	0	0	
QEC3.B - Client's Feedback Form		0	1	1	1	1	1	1	1	1	
<u>ENVIRONMENTAL PROCESS</u>											
EC1.A - Evaluation Criteria for Environmental Risk Assessment		0	0	0	0	0	0	0	0	0	
EC1.B - Environmental Risk Assessment Form		0	0	0	0	0	0	0	0	0	

		DATE OF REVISION									
DESCRIPTION	Day	16	01	05	15	25	20	04	02	13	
	Month	08	03	04	08	10	01	04	10	01	
	Year	10	11	12	12	12	14	14	14	16	
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	0	0	
EC2-A - Legal Register		0	0	0	0	0	0	0	0	0	
EC3.A - Environmental Management Program Form		0	0	0	0	0	0	0	0	0	
EC6.A - Monitoring and Measurement Plan		0	0	0	0	0	0	0	0	0	

REQUEST FOR ALLOCATION OF DRAFTING STAFF			
Project Number			
Project Name			
Services	* [ ] ACMV [ ] FFAI [ ] Plumbing [ ] Sanitary [ ] Gas [ ] Electrical [ ] Others (Please specify)		
Drawing Type	* [ ] Tender [ ] Submission [ ] Presentation [ ] Others (please specify)		
Drawing Size	* [ ] A4 [ ] A3 [ ] A2 [ ] A1 [ ] A0		
Est. Number of Drawings			
Date Drafts Received			
Date Drawings Required			
Requested By		**Date**	
Remarks			

* Mark ☒ where appropriate

CAD Team Assignment				
Initial	Mech	Elect	Start	Finish
AAR				
ARR				
FLL				
LH				
MMH				
RA				
RAJ				
TNM				