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Our ref: OM-QSA/046

17 June 1997

MEMORANDUM

To : All Staff Members

From : Andrew Loh

Subject : Quality Management System

Please be informed that the date of commencement for implementation of Quality Management System is **2 May 1997**. Project Managers are to make sure that all projects related documentation (files, drawings, etc.) are produced and kept in accordance to our Quality System Procedures and any other working manuals/instructions.

Your prompt attention and co-operation to the above would be greatly appreciated.

ANDREW LOH

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