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Our Ref: OM-QSP/013

3 May 2004

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

REVISED QUALITY MANAGEMENT SYSTEM PROCEDURES FORMS

Please note that the following forms in the QMSP has been updated and posted on the Intranet.

Form S3.PQP - Project Quality Plan
Form Q3.B - Client's Feedback

Details of the changes are in the attached revision schedule.

ANDREW LOH

cc TLS/RT/CCG/LFY
cc ISO File

enc

LCT/hi

BCA
ISO 9000
CERT. NO. : 236
SS ISO 9001 : 2000

Item	Date of Issue	Amendments			Remarks
		Section	Revision	Page(s)	
1	070703	M7	1	10	Clause 5 – Added condition to Site Monitoring
		M8	1	4	Clause 4 – Added condition to Proposals and Programme for Testing and Commissioning
		S6	1	3	Clause 8 – Added condition to Quality Management System Records
		Q4	1	1	Clause 2 – General Revision
2	230703	S11	1	3	(i) Clause 4 – Added condition to Training Evaluation (ii) Added new form S11.D – Training Plan (iii) Form S11.A – General Revision (iv) Form S11.C – General Revision
3	261103	M5	1	3	Form M5.A – General Revision
4	130204	S6	2	3	General Revision
		S8	1	5	Clause 1 – General Revision
		S9	1	6	Clause 2 – General Revision
		S10	1	3	(i) Clause 1 & 5 (Responsibility) – General Revision (ii) Clause 4 (Procedures) – General Revision
5	030504	S3	1	26	(i) Form S3.PQP – General Revision
		Q3	1	1	(ii) Form Q3.B – General Revision