

No.	Date	In / Out ?	From	To	Description	Follow Up	Reviewed by EMR	Reference Document
1	5 Mar 2006	In	San On Electrical Suppliers Ltd	SEEA	New potential customer who requested SEEA to provide EMS policy and other relevant EMS objectives & targets / list of control measures for their information.	QA Manager	Y	Fax reference #031
2	12 Feb 2006	Out	SEEA	Local SZ Environmental Council	Planning to organize an environmental awareness event on work and domestic surroundings for the locals.	Human Resources Manager	Y	Letter reference #188