

No.	Date	In / Out ?	From	To	Description	Follow Up	Reviewed by EMR	Reference Document
1	28 Feb 06	Out	HKGEC Facility dept	BBC Chemical Supplier	Provided copy of company policy and environmental guidance	Facility Engineer	Y	Fax reference #234
2	1 Mar 06	In	ABC Suppliers Co.	HKGEC	Request to organise a company visit to share EMS implementation experience. (Tentative date of visit in June 2006)	Admin. Manager	Y	Letter reference #123