

No.	Date	In / Out ?	From	To	Description	Follow Up	Reviewed by EMR	Reference Document
1	10 Feb 2006	In	GC Electrical (SZ) Limited	SEEC	New potential customer who requested SEEC to provide EMS policy and other relevant EMS objectives & targets / list of control measures for their information..	QA Manager	Y	Fax reference #069
2	19 Feb 2006	Out	SEEC	Local SZ Green Council	Planning to organize an event for locals about environmental awareness in working and domestic surroundings.	Human Resources Manager	Y	Letter to Local SZ Green Council (File #1)