

No	Date	In / Out ?	From	To	Description	Follow Up	Reviewed by EMR	Reference Document
1	12 Feb 06	Out	SZEPCB Facility dept	BBC Chemical Supplier	Provided copy of company policy and environmental guidance	Facility Engineer	Y	Fax reference #212
2	6 Mar 06	In	Wed Suppliers Co.	SZEPCB	Request to organise a company visit to share EMS implementation experience. (Tentative date of visit in May 2006)	Admin. Manager	Y	Letter reference #114