

No	Date	In / Out ?	From	To	Description	Need Follow Up Yes/No ?	Reviewed by EMR	Reference Document
1	21 Mar. 06	Out	SEAC Facility dept	CBC Chemical Supplier	Provided copy of company policy and environmental guidance	Facility Engineer	Y	Fax reference #113
2	3 Apr. 06	In	AJ Chemical Suppliers Co.	SEAC	Request to organise a company visit to share EMS implementation experience. (Tentative date of visit in June 2006)	Admin. Manager	Y	Letter reference #107