

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: All Staff	Originator:	Thomas Baake / MdAzim
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 Date:
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<input type="checkbox"/> Urgent	<input type="checkbox"/> Review	<input type="checkbox"/> Comment	<input type="checkbox"/> Reply	<input type="checkbox"/> Retain
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Info	<input type="checkbox"/> Note	<input type="checkbox"/> Call me	<input type="checkbox"/> Sign & Return

 Attachment(s): None As listed below

Removal of Non-Active Procedures From CEO Office

With continuation streamline and simplified documentation processes and adapting current changes. The following non-active procedures will be deemed obsolete and remove from CEO Office document structure effective immediately from the released of this memo:

- Company Procedure Manual Introduction & Index [G00.OMQ.M11150.CA.0004.*]
- General Company Information [G00.OMQ.M11150.CA.0002.*]

Document Controller will brief new staff on general company procedures and documentation during the staff initial introduction.

General Company Information [G00.OMQ.M11150.CA.0002.*] will effectively replace with the following Company Profiles:

- Company Profile – Complete [G00.OMG.M11100.CZ.1001.*]
- Company Profile – Summary [G00.OMG.M10000.CZ.1003.*]

Please do not hesitate to contact Document Controller at ext: 7709 should you need further clarifications.

Thank you.

Sincerely,



Thomas Baake
Chief Executive Officer

Attachments: Nil
cc: Nil