

**To:** GAM personnel  
**From:** QA department  
**cc:** -  
**Issue:** 17082021-01  
**Re:** Quality Procedure Manual issue 1 revision 01 update

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Dear All,

Kindly note that QPM issue 1 revision 0 is now withdrawn from use. QPM issue 1 revision 01 dated 30 July 2021 has been issued to reflect new changes to the policy and procedure.

Main changes to the QPM are as follows:

1. QPM Part 2.2, Quality Audit Procedure
  - a. Amended the flow of audit procedure to suit current issuance of NCR format.
2. QPM Part 2.4, Quality Audit Remedial Action
  - a. Amended process flow to cater for changes to quality audit procedure
3. QPM part 2.9, Internal Documents Control
  - a. Added procedure for processing new and revised forms and manuals.
  - b. Amended process flow to suit current internal document control procedure.
4. QPM Part 2.12, Qualifications of Instructors.
  - a. Added qualification and experience requirement for basic/regulatory training instructor.

Please note that copy of QPM issue 1 revision 01 can be viewed through GAMS portal, under the publication menu.

Thank you.

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