

OFFICE MEMORANDUM

DATE : [INSERT COMPLETE DATE]
TO : All Staff and Management
FROM : [INSERT NAME]
Engineer of Materials and Technology
SUBJECT: Materials Verification Testing

The company's basis of approval for materials needed for construction shall be proven with a materials verification testing.

These are the specific requirements you need to take note:

- All aluminum materials used in the construction shall be sampled at the materials laboratory.
- All copies of material certifications supplied by the distributor shall be collected and verified in the testing.
- The materials team headed by the lead engineer will submit a complete schedule of the testing and set the initial meeting with all project owners.
- A detailed report will be presented by the materials team every project status meeting scheduled weekly.

If [SPECIFY PERCENTAGE VALUE] percent of materials initially selected for testing meet all required specifications, the materials will then be used for the construction project. On the other hand, if [SPECIFY PERCENTAGE VALUE] percent of the materials fail to meet standards, a meeting will be scheduled with our vendors and project owners.

Best regard,

[INSERT COMPLETE NAME]
[INSERT JOB TITLE]
[INSERT CONTACT NUMBER]
[INSERT EMAIL ADDRESS]



Office Memo Renovation

Jiyuan Zhang



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