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Our Ref: OM-QESA/082

7 May 2019

MEMORANDUM

To : Members of Staff

From : Choong Choon Guan

Subject : **ISO 9001:2015 & ISO 14001:2015**
INTERNAL AUDIT

Please be advised that we have scheduled the Internal Audit to be carried out on **13 May 2019.** The **"closed-out"** of the projects shall be carried out **by 17 May 2019**. The allocation of auditors and the projects assigned to them are as shown on the attached Appendix.

The management would also like to take this opportunity to remind all PMs and APMs to ensure all projects under their charge comply with the Quality & Environmental System procedures, regardless of whether they have been selected for this Internal Audit.

Thank you for your co-operation.

CHOONG CHOON GUAN

cc LFY/GSH
cc ISO File
cc Notice Board

enc

/ji

ISO 14000 ISO 9000 ACCREDITED CERTIFICATION BODY SAC Member of the IAF MLA for QMS

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 13 MAY 2019

(A) ISO 9001

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
6279	Nursing Home at Tampines St 62	Design	TWC	LCY/AWL	M1 to M3	13/05/2019	16/05/2019
6240	NEO Group HQ	Construction	RBS	CLM/LCY	M3 to M8, S1 to S4, S7 to S9, E1 to E5	13/05/2019	16/05/19
6263	HDB at Punggol North	Construction	SKM	TWC/TTY	M3 to M8, S1 to S4, S7 to S9, E1 to E5	13/05/2019	16/05/2019
6262	Nursing Home at Punggol East	Construction	CKH	TWC/LCY	M3 to M8, S1 to S4, S7 to S9, E1 to E5	13/05/2019	16/05/2019
6213	Woodlands Integrated Healthcare	Construction	AWL	CKH/MMT	M3 to M8, S1 to S4, S7 to S9, E1 to E5	14/05/2019	17/05/2019
6200	Botanique at Bartley	DLP	MMT	YYF/LCY	M7, M8 & S16, S3, S6	14/05/2019	17/05/2019
6204	Woods Square	Construction	KK	TWC/LCY	M3 to M8, S1 to S4, S7 to S9, E1 to E5	14/05/2019	17/05/2019
6277	SIN Project Orchid	Design	TWC	GSH/LFY	M1 to M3	14/05/2019	17/05/2019

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 13 MAY 2019

(B) SUPPORTING PROCESS

Section	Title		Auditor	Auditee		Date of Audit	Completion Date
S1	Document Control		HYL	JI		13/05/2019	16/05/2019
S2	Documentation Quality & Environmental Management System Procedures		HYL	JI		13/05/2019	16/05/2019
S5	Library Control		GA	GPL		13/05/2019	16/05/2019
S6	Archives Control		GA	JI		13/05/2019	16/05/2019
S7	Filing Control		GA	JI		13/05/2019	16/05/2019
S8	Drawing Control		NHS	RBS		13/05/2019	16/05/2019
S9	Administration Control		GA	JI		14/05/2019	17/05/2019
S10	Purchasing Control		NHS	GA		14/05/2019	17/05/2019
S11	Training Control		NHS	HJM		14/05/2019	17/05/2019
S12	Computer Control		GA	PS		14/05/2019	17/05/2019
S16	Client's Feedback		NHS	JI		14/05/2019	17/05/2019
E5	Emergency Preparedness		YYF	HJM		14/05/2019	17/05/2019
E6	Monitoring & Measurement (Environmental Program, paper Recycling, Paper Consumption, Electricity Consumption & Environmental Training)		NHS	HJM		14/05/2019	17/05/2019
E8	Management of Wastes		NHS	HJM		14/05/2019	17/05/2019