Alpha
Consulting Engineers Pte Ltd
2 BUKIT MERAH CENTRAL #16-00 SINGAPORE 159835
TEL : (65) 6276 2228 FAX : (65) 6276 9929 E-MAIL : ace@alpha.com.sg
WEBSITE : www.alpha.com.sg COMPANY REGISTRATION NO. 199407965N

Our Ref: OM-QESA/084

6 June 2019

MEMORANDUM

To: Members of Staff

From: Goh Soon Huat

BCA ISO 9001 & ISO 14001 CERTIFICATION SCHEME
ISO RENEWAL AUDIT

Please be advised that the ISO Renewal Audit for ISO 9001 and ISO 14001 is scheduled for **11 and 12 June 2019**. All staff are reminded to avoid taking leave on these dates.

The management would also like to take this opportunity to remind all PMs and APMs to ensure all projects under their charge comply with ISO procedures

Please find attached the programme for the audit and all personnel involved are to attend.

GOH SOON HUAT

cc LFY/CCG
cc Notice Board
cc ISO File

enc

/gpl

BCA ISO 14000
BCA ISO 9000
SAC ACCREDITED CERTIFICATION BODY Cert No: QS-1997-02
Member of the IAF MLA for QMS

Alpha
Consulting Engineers Pte Ltd

AUDIT PROGRAMME

Time	Programme	Personnel to attend	BCA Auditor
DAY 1 9.30 am	**TUESDAY, 11 JUNE 2019** **Opening Meeting at Head Office** Introduction of audit team and purpose of audit	LFY/GSH/YYF/SKM	NCC/WMH
	Confirmation of audit programme and scope	GSH/YYF/SKM	NCC/WMH
	Follow up on previous audit findings, if any		
	Presentation by company's representative on status of management system		
9.45am	<u>System Audit at Head Office</u> **(For ISO 9001 & ISO 14001)** **Context of the Organisation** • Understanding the Company and Its Context	GSH/YYF/SKM	NCC/WMH
	• Understanding the Needs and Expectations of Interested Parties		
	• Determining the Scope of the Quality and Environmental Management Systems		
	• Quality and Environment Management Systems and Its Processes		
	Leadership • Leadership and Commitment	LFY/GSH/YYF/SKM	NCC/WMH
	• Policy		
	• Organisational Roles, Responsibilities and Authorities of Staff	LFY/GSH/YYF/ SKM/JI	
10.30am	**Planning** • Actions to Address Risks and Opportunities	GSH/YYF/SKM	NCC/WMH
	• Quality and Environmental Objectives and Planning to Achieve Them		
	• Planning of Changes		
	Support • Resources	GSH/HJM/YYF/SKM	WMH
	• Competence		
	• Awareness	GSH/YYF/SKM	
	• Communication	GSH/YYF/SKM/JI	
	• Documented Information		
12.30 pm	**Lunch Break**		

AUDIT PROGRAMME (Cont'd)

Time	Programme	Personnel to attend	BCA Auditor
2.00 pm	**Project Site Audit at Wood Square** • M3 – Design Control • M4 – Design Change Control • M5 – Tender Process and Evaluation • M6 – Authority Submission • M7 – Construction Process Control • S1 – Document Control • S3 – Documentation of Project Quality Plan • S4 – Specification Control • S8 – Drawing Control • E1 – Aspect/Impact Identification, Risk Assessment & Control • E2 – Identifying Legal & Other Requirements • E3 – Objectives, Targets & Programmes • E4 – Communication	LCY/MHS	NCC/WMH
5.30 pm	Day one audit adjourns		
DAY 2 9.30 am	**WEDNESDAY, 12 JUNE 2019** **Project Audit at Head Office** **Project 1: AAC Clean room at Tampines (Construction)** **Project 2: HDB @ Bidadari C1-C3 (Construction)** • M3 – Design Control • M4 – Design Change Control • M5 – Tender Process and Evaluation • M6 – Authority Submission • M7 – Construction Process Control • M8 – Testing and Commissioning • S1 – Document Control • S3 – Documentation of Project Quality Plan • S4 – Specification Control • S8 – Drawing Control • S13 – Non-Conformity and Corrective Action Procedures • S16 – Client's Feedback • E1 – Aspect/Impact Identification, Risk Assessment & Control • E2 – Identifying Legal & Other Requirements • E3 – Objectives, Targets & Programmes • E4 – Communication	CKH/CM YYF/SKM	NCC/WMH

AUDIT PROGRAMME (Cont'd)

Time	Programme	Personnel to attend	BCA Auditor
12.30 pm	**Auditor Team Discussion** **Closing Meeting at Head Office** • Presentation of audit team's recommendation and audit findings, if any	LFY/GSH/YYF/ SKM	NCC/WMH
	• Items requiring follow-up, if any		
1.00 pm	**End of Audit**	-	

Note:

(a) The above programme serves only as a guide and may be adjusted where appropriate

(b) The company shall assign guide(s) to facilitate the audit.

BCA Audit Team – Ng Chooi Choon (NCC), Wong Mun Hong (WMH)