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Our Ref: OM-QESA/085

29 October 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 **11 November 2019.** The **"closed-out"** of the projects shall be carried out **by 18 November 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

YYF/ji

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

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 11 NOVEMBER 2019

(A) ISO 9001

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Complete Date
6282	NIM Collection (Phases 3 to 6)	Planning/Design	NHS	LCY/KK	M1 to M3, S1 to S3, E1 to E3	11/11/2019	13/11/2019
6270	Plot 4 Keppel Bay	Tender	TWC	YYF/TTT	M1 to M3, S1 to S4, E1 to E3	11/11/2019	13/11/2019
6268	NUS COM3	Construction	CLM	LFY/TWC	M1 to M8, S1 to S8, E1 to E8	11/11/2019	13/11/2019
6258	Royalgreen	Construction	RBS	KYH/LCY	M1 to M8, S1 to S8, E1 to E8	12/11/2019	14/11/2019
6257	Project AMBER	Construction	KK	GSH/CLM	M1 to M8, S1 to S8, E1 to E8	12/11/2019	14/11/2019
6234	Nursing Home at Bukit Batok West	DLP	TQP	CKH/LCY	M8, S6 & S8	13/11/2019	14/11/2019
6228	Redevelopment of Afro-Asia Building	Construction	RBS	CLM/TTT	M1 to M8, S1 to S8, E1 to E8	13/11/2019	14/11/2019
6223	Upgrading of Mayflower Primary School	Construction	AWL	KK/LCY	M1 to M8, S1 to S8, E1 to E8	13/11/2019	14/11/2019
6221	Funan Redevelopment	DLP	AWL	GSH/CKH	M8, S6 & S8	14/11/2019	18/11/2019
6218	Bidadari Integrated Development C5	Construction	TWC	LFY/CLM	M1 to M8, S1 to S8, E1 to E8	14/11/2019	18/11/2019

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 11 NOVEMBER 2019

(B) SUPPORTING PROCESS

Section	Title		Auditor	Auditee		Date of Audit	Completion Date
S1	Document Control		GA	JI		11/11/2019	13/11/2019
S2	Documentation Quality & Environmental Management System Procedures		GA	JI		11/11/2019	13/11/2019
S5	Library Control		NHS	GPL		12/11/2019	15/11/2019
S6	Archives Control		NHS	JI		12/11/2019	15/11/2019
S7	Filing Control		NHS	JI		12/11/2019	15/11/2019
S8	Drawing Control		YYF	RBS		12/11/2019	15/11/2019
S9	Administration Control		NHS	JI		12/11/2019	15/11/2019
S10	Purchasing Control		YYF	GA		12/11/2019	15/11/2019
S11	Training Control		GA	HJM		11/11/2019	13/11/2019
S12	Computer Control		NHS	PS		12/11/2019	15/11/2019
S16	Client's Feedback		GA	JI		11/11/2019	13/11/2019
E5	Emergency Preparedness		GA	HJM		11/11/2019	13/11/2019
E6	Monitoring & Measurement (Environmental Program, paper Recycling, Paper Consumption, Electricity Consumption & Environmental Training)		CM	HJM		12/11/2019	15/11/2019
E8	Management of Wastes		CM	HJM		12/11/2019	15/11/2019