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Our Ref: OM-QESA/097

18 December 2020

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 **6 January 2021.** The **"closed-out"** of the projects shall be carried out **by 20 January 2021**. 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

SOCOTEC
ISO 9001
ISO 14001
SAC Accredited Certification Body
QS-1999-05
ES-2018-07

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 6 JANUARY 2021

(A) ISO 9001

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Complete Date
6207	Keppel GE Tower	Tender	TWC	KYH/LCY	M1 to M5, S1 to S4,	11/1/2021	15/1/2021
6223	Upgrading of Mayflower Primary School	Construction	CM	KK/KKS	M1 to M8, S1 to S4, S7 to S8	6/1/2021	12/1/2021
6240	NEO Group HQ	Construction	NHS	LCY/TQP	M1 to M8, S1 to S4, S7 to S8	7/1/2021	13/1/2021
6258	Royalgreen	Construction	RBS	GTY/GCH	M1 to M8, S1 to S4, S7 to S8	8/1/2021	14/1/2021
6268	NUS COM3	Construction	CLM	TWC/TCN	M1 to M8, S1 to S4, S7 to S8	12/1/2021	18/1/2021
6282	NIM Collection (Phase 3 to 6)	Tender	TQP	LCY/KK	M1 to M5, S1 to S4,	13/1/2021	19/1/2021
6289	Russian Cultural Centre	Tender	AWL	KBK	M1 to M5, S1 to S4,	11/1/2021	18/1/2021

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SCHEDULE OF INTERNAL AUDIT ON 6 JANUARY 2021

(B) SUPPORTING PROCESS

Section	Title		Auditor	Auditee		Date of Audit	Completion Date
S1	Document Control		RBS	JI		11/1/2021	15/1/2021
S2	Documentation Quality & Environmental Management System Procedures		RBS	JI		11/1/2021	15/1/2021
S5	Library Control		KK	GPL		8/2021	15/1/2021
S6	Archives Control		RBS	JI		11/1/2021	15/1/2021
S7	Filing Control		RBS	JI		11/1/2021	15/1/2021
S8	Drawing Control		YYF	RBS		12/1/2021	15/1/2021
S9	Administration Control		RBS	JI		11/1/2021	15/1/2021
S10	Purchasing Control		YYF	GA		12/1/2021	15/1/2021
S11	Training Control		GA	HJM		7/1/2021	13/1/2021
S12	Computer Control		YYF	PS		12/1/2021	13/1/2021
S16	Client's Feedback		RBS	JI		11/1/2021	15/1/2021
E5	Emergency Preparedness		GA	HJM		7/1/2021	13/1/2021
E6	Monitoring & Measurement (Environmental Program, paper Recycling, Paper Consumption, Electricity Consumption & Environmental Training)		GA	HJM		7/1/2021	13/1/2021
E8	Management of Wastes		GA	HJM		7/1/2021	13/1/2021