Alpha
Consulting Engineers Pte Ltd

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Our Ref: OM-QESA/100

2 February 2021

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

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 **4 February 2021**. 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.

CHOONG CHOON GUAN

cc LFY/GSH
cc Notice Board
cc ISO File

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

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AUDIT PROGRAMME

TIME	PROGRAMME	PERSONNEL TO ATTEND	SOCOTEC AUDITOR
DAY 1	**THURSDAY, 4 FEBRUARY 2021**		
9.15 am to 9.30 am	**Opening Meeting at Head Office (IMS)** • Introduction of audit team and purpose of audit	LFY/CCG/GSH/ YYF/JI	Yip/Bee Whatt
9.30 am to 10.00 am	**Update & Verification (IMS)** • Review of report from previous audit	LFY/CCG/GSH/ YYF/JI	Yip (QMS)/ Bee Whatt (EMS)
10.00 am to 12.00 pm	**Requirements for Products & Services (QMS)** <u>6240 NEO Garden HQ</u> • Authority Submission (M6)	LCY/TQP	Yip/Bee Whatt
	• Construction Process Control (M7)		
	• Testing & Commissioning (M8)		
	• Document Control (S1)		
	• Document of Project Quality Plan (S3)		
	• Specification Control (S4)		
	• Drawing Control (S8)		
	• Aspect Identification, Risk Assessment & Control (E1)		
	• Identifying Legal & Other Requirements (E2)		
	• Objectives, Targets & Programmes (E3)		
	• Communication (E4)		
	• Emergency Preparedness (E5)		
	• Monitoring & Measurement (E6)		
12.00 pm to 2.00 pm	**Lunch Break**		

TIME	PROGRAMME	PERSONNEL TO ATTEND	SOCOTEC AUDITOR
2.00 pm to 5.00 pm	**Leadership & Performance Evaluation (IMS)** • Context of Organisation	CCG/YYF	Yip/Bee Whatt
	• Understanding the Needs & Expectation of Interested Parties		
	• Leadership		
	• Planning		
	• Support		
	• Training (S11)	HJM	Yip/Bee Whatt
5.00 pm to 5.30 pm	**Audit Debrief/Closing Meeting**	LFY/CCG/GSH/ YYF/JI	Yip/Bee Whatt

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.

Socotec Certification Singapore Pte Ltd Audit Team
– Mr Yip Keng Meng (Yip) and Mr Ho Bee Whatt (Bee Whatt)