Alpha
Consulting Engineers Pte Ltd

2 BUKIT MERAH CENTRAL #16-01 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/103

3 January 2022

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 **10 January 2022**. 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

enc

/ji

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

Alpha
Consulting Engineers Pte Ltd

AUDIT PROGRAMME

TIME	PROGRAMME	PERSONNEL TO ATTEND	SOCOTEC AUDITOR
	MONDAY, 10 JANUARY 2022		
9.15 am to 9.30 am	**Opening Meeting at Head Office** • Introduction of audit team and purpose of audit	CCG/GSH/ YYF/JI	Jeron/Wilson
9.30 am to 10.00 am	**Update & Verification** • Review of report from previous audit	CCG/GSH YYF/JI	Jeron (QMS) / Wilson (EMS)
10.00 am to 1.00 pm	**Leadership & Performance Evaluation (QMS & EMS)** 4.0 <u>Context of Organisation</u> 4.1 Understanding the Company & its Context	CCG/YYF	Jeron/Wilson
	4.2 Understanding the Needs & Expectation of Interested Parties		
	4.4 Quality and Environment Management Systems and Its Processes		
	5.0 <u>Leadership</u> 5.1 Leadership and Commitment		
	5.2 Policy		
	5.3 Organisational Roles, Responsibilities and Authorities		
	6.0 <u>Planning</u> 6.1 Actions to Address Risks and Opportunities		
	6.2 Quality and Environmental Objectives and Planning to Achieve Them		
	7.0 <u>Support</u> 7.1 Resources	HJM/YYF	
	7.2 Competence		
	7.3 Awareness		
	7.4 Communication		
	7.5 Documented Information		
	8.0 <u>Operation</u>	YYF	
	8.1 Operational Planning & Control		
	8.2 Requirements for Products & Services		
	9.0 <u>Performance Evaluation</u> 9.1 Monitoring, Measurement, Analysis and Evaluation		

TIME	PROGRAMME	PERSONNEL TO ATTEND	SOCOTEC AUDITOR
	9.2 Internal Audit	JI	
	9.3 Management Review	CCG/YYF	
	10.0 Improvement 10.2 Nonconformity and Corrective Action		
	10.3 Continual Improvement		
1.00 pm to 2.00 pm	**Lunch Break**		
2.00 pm to 6.00 pm	**Requirements for Products & Services (QMS)**		
	6270 The Reef at King's Dock M1 – Preparation of Consultancy Offer	GA	
	M2 – Project Commission & Service Agreement		
	M3 – Design Control	YYY/TTT	
	M4 – Design Change Control		
	M5 – Tender Process & Evaluation M6 – Authority Submission		
	M7 – Construction Process Control		
	M8 – Testing & Commissioning		
	S1 – Document Control		
	S2 – Documentation of Quality Management System Procedure S3 – Documentation of Project Quality Plan		
	S4 – Specification Control		
	S7 – Filing Control		
	S8 – Drawing Control		
6.00 pm to 6.15 pm	**Audit Debrief/Closing Meeting**	CCG/GSH/ YYF/JI	Jeron/Wilson

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 Jeron Peter (Jeron) and Mr Wilson Baldonado Jr. (Wilson)