Alpha
Consulting Engineers Pte Ltd

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Our Ref: OM-QESA/108

6 January 2023

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 **9 January 2023**. 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

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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, 9 JANUARY 2023		
9.15 am to 9.30 am	**Opening Meeting at Head Office** • Introduction of audit team and purpose of audit	CCG/GSH/JI/YYF	Jeron (QMS)/ Jimmy/ Andreas(EMS)/ Steve
9.30 am to 10.00 am	**Update & Verification** • Review of report from previous audit	CCG/GSH/JI/YYF	
10.00 am to 1.00 pm	**1. Leadership & Performance Evaluation** **QMS** /4.1, 4.2, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 7.1.6, 7.4, 7.5, 9.1, 9.3, 10.2, 10.3	CCG/YYF/JI	Steve
	EMS /4.1, 4.2, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 7.1.6, 7.4, 7.5, 9.1, 9.3, 10.2, 10.3	CCG/YYF/JI	
	2. Support & Resources **IMS** / 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 9.1, 10.2, 10.3	CCG/YYF/JI	
	3. Operations Activities **<u>Keppel & GE Towers</u>** **QMS** / 5.2, 6.1, 6.2, 7.2, 7.3, 7.4, 7.5, 8.1, 8.5, 8.6, 8.7, 8.2, 9.1, 10.2, 10.3	GA/KYH/LCY	Jimmy
	EMS / 6.1, 6.2, 7.2, 7.3, 7.4, 7.4, 7.5, 8.1, 8.2, 9.1, 10.2, 10.3	KYH/LCY	Andreas
1.00 pm to 2.00 pm	**LUNCH BREAK**		
2.00 pm to 5.00 pm	**4. Requirements for Products & Services** **<u>NIM Collection</u>** **QMS** / 5.2, 6.1, 6.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.1, 10.2, 10.3	GA/KK/TTT	Jimmy
	5. Design & Development Planning **QMS** / 5.2, 6.1, 6.2, 7.4, 7.5, 8.1, 8.3, 9.1, 10.2, 10.3	KK/TTT	
	6. Purchasing – Control of External Provider Post Delivery **QMS** / 5.2, 6.1, 6.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.1, 10.2, 10.3	KK/TTT	Jeron
	EMS / 8.2, 9.1.2, 10.2, 9.1.2	KK/TTT	

TIME	PROGRAMME	PERSONNEL TO ATTEND	SOCOTEC AUDITOR
2.00 pm to 5.00 pm	**7. Office & System** **EMS** / 6.1, 6.2, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.1, 10.2, 10.3	CCG/JI/YYF	Steve
5.00 pm to 5.30 pm	**Audit Debrief / Closing Meeting**	CCG/GSH/JI/YYF	Jimmy/ Andreas(EMS) /Steve

Section	REFERENCE - QUALITY & ENVIRONMENTAL MANUAL – CLAUSE(S)
4	Context of Organisation
	4.1 Understanding the Company & its Context
	4.2 Understanding the Needs & Expectation of Interested Parties
	4.4 Quality and Environment Management Systems and Its Processes
5	Leadership
	5.1 Leadership and Commitment
	5.2 Policy
	5.3 Organisational Roles, Responsibilities and Authorities
6	Planning
	6.1 Actions to Address Risks and Opportunities
	6.2 Quality and Environmental Objectives and Planning to Achieve Them
7	Support
	7.1 Resources
	7.1.6 Infrastructure and Work Environment
	7.2 Competence
	7.3 Awareness
	7.4 Communication
	7.5 Documented Information
8	Operation
	8.1 Operational Planning and Control
	8.2 Requirements for Product and Services
	8.3 Design and Development of Products and Services
	8.4 Control of Externally Provided Processes, Product and Services
	8.5 Products and Services Provision
	8.6 Release of Products and Services
9	Performance Evaluation
	9.1 Monitoring, Measurement, Analysis and Evaluation
	9.1.2 Client Satisfaction
	9.2 Internal Audit
	9.3 Management Review
10	Improvement
	10.2 Nonconformity and Corrective Action
	10.3 Continual Improvement

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), Mr Andreas Low, Mr Steve Chan and Mr Wilson Baldonado Jr. (Wilson)