Alpha
Consulting Engineers Pte Ltd
2 BUKIT MERAH CENTRAL #16-00 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-QESP/074

17 January 2018

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES FORMS (QEMSP)
- **SAMPLE INTERNAL AUDIT QUESTIONNAIRE**

Please note that the following Sample Internal Audit Questionnaire has been updated and posted on the Intranet.

Form S14.B -

M1 - Preparation of Consultancy Offer
M2 - Project Commission and Service Agreement
M3 - Design Control
M4 - Design Change Control
M5 - Tender Process and Evaluation
M6 - Authority Submission
M7 - Construction Process Control
M8 - Testing and Commissioning

S1 - Document Control
S2 - Documentation of QEMS Procedure
S3 - Documentation of Project Quality Plan
S4 - Specification Control
S5 - Library Control
S6 - Archive Control
S7 - Filing Control
S8 - Drawing Control
S9 - Administration Control
S10 -Purchasing Control
S11 - Training Control
S12- Computer Control
S14 - Quality Environmental System Audit
S15 - Feedback Reporting
S16 - Clients Feedback
S17 - Management Review
S18 - Risk Identification Assessment & Control

2/...

BCA ISO 14000 CERT NO.: 2008334 SS ISO 14001: 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001: 2008
ACCREDITED CERTIFICATION BODY SAC Cert No: QS - 1997-02 Member of the IAF MLA for QMS

E1 - Aspect Identification, Risk Assessment & Control
E2 - Identifying Legal & Other Requirements
E3 - Objectives, Targets & Programmes
E4 - Communication
E5 - Emergency Preparedness
E6 - Monitoring & Measurement
E7 - Control of Air & Noise Pollution
E8 - Management of Wastes



CHOONG CHOON GUAN

cc LFY/GSH/TLS
cc ISO File

enc

/ji

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Preparation of Consultancy Offer (M1)**	YES	YES BUT	NO
1. Are all verbal or written enquiry referred to the Managing Director or in his absence to the appropriate Directors in the office? 2. Are all enquiry being registered using the "Project Enquiry Document" form? 3. Before submitting either as expression of interest or an actual bid, is there a 'Checklist' being used to ensure that the recipient is a satisfactory prospective clients? 4. Is there any record of follow-up for all subsequent updates to the information recorded?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Project Commission and Service Agreement (M2)**	YES	YES BUT	NO
1. Upon receipt of a new commission, are the terms and conditions being reviewed for compatibility with the fee bid for the project and recorded? 2. Should there be any significance discrepancies with the terms and conditions, are these being resolved with the Client and confirmed in writing? 3. Upon receipt of Client's instruction (verbal or written) to proceed with a new project, is the 'Job Announcement' form being filled up and send to the Accounts Department? 4. Is the original letters of commission forming the contract between the Client and the company being kept by Accounts Departments?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Design Control (M3)**	YES	YES BUT	NO
1. Areas of interface with Client, external project teams and between internal project teams identified, agreed and recorded?			
2. M&E Services Report in order?			
3. Design inputs are in order?			
4. Design outputs are in order?			
5. Computer calculations/Output verified before use?			
6. Design review satisfactory?			
7. Design check satisfactory?			
8. Design documents (drawings) authorised prior to issuance?			
9. Are records in order/traceable?			
10. Are environmental considerations included as part of the design input during design phase?			
11. Are design reviews conducted to ensure sustainability of design in relation to resource conservation and pollution prevention?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Design Change Control (M4)**	YES	YES BUT	NO
1. Design Change Note issued for appropriate design changes? 2. Design Change Note properly filled? 3. Are Change Note, Change Note Register and Change Note Checklist maintained by the project team?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
1. List of contractors to be selected to tender are authorised and approved by the Project Director? 2. Project Director together with the Project Manager decide on the list of contractors to be included to tender for the project? 3. A confidential list of acceptable M&E contractors is kept by the Project Directors? 4. Selection of contractors for particular project is agreed with the Client? 5. Pre-qualification forms are sent to the contractors selected to obtain latest information and their interest in the project? 6. Are list of contractors sent to the Client for approval being verified for information submitted? 7. All external parties requiring tender packages are identified in the PQP? 8. Project not requiring tender deposit is recorded in the relevant PQP.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
9. Revisions before Tender closing date shall be notified simultaneously to all tenderers in writing 10. Clarification to tenderers on the telephone are restricted to essential minimum and conveyed in writing. 11. Revision after Tender closing date but before Contract is awarded are in the form of Addendum and are either incorporated into the Contract or issued subsequently as Variation Orders as agreed with the successful tenderers. 12. Request for extension of closing date is authorized by the Client and notice of extension are in writing at least 5 days prior to the original closing date. 13. Tender price(s) are recorded on standard form complete with name and signature of witness. 14. Decisions from Client with regard to late tenders shall be in writing.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
15. All items in Clause 4.1 have been reviewed for shortlisting tenderers for evaluation. 16. Client's agreement has been obtained for next course of action for tenders with substantial error. 17. Standard form used for Analysis of Tenders is included in the report to the Client? 18. Tender clarifications are authorised by Client and recorded. 19. Tender clarifications are in form of written questions and answer. 20. Letter of clarifications is copied to the Client and Architect. 21. No price change is allowed after tender has been received except specifically instructed by the Client. 22. All items stipulated in clause 4.5 are included in the report. 23. Tenders are still valid on report date and validity end dates are highlighted to the Client.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
24. Evaluation report are approved and signed by Project Director? 25. Letters to unsuccessful tenderers are sent and tender deposit refunded where applicable. 26. A copy of tender evaluation report and all letters containing clarifications of queries are retained in the project 'CF' file.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Authority Submission (M6)**	YES	YES BUT	NO
1. 'Standard Notes and Legend ' included in the submission plans. 2. Project title made known to project team members. 3. Project data furnished to drafting section for preparation of drawings. 4. Submission plans signed by the project team members involved in the drafting, design and checking of drawings. 5. Plans prepared in accordance with the submission checklists. 6. Waiver or Record of Pre-Consultation with the authorities attached. 7. Client and other consultants notified of status of submission of plans. 8. Corrective action taken to regularize the comments from the authorities.			

Auditor Signature: Date:

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Authority Submission (M6)**	YES	YES BUT	NO
FOR ELECTRONIC SUBMISSION ONLY 9. Submission plans prepared in compliance with CP83, i.e. correct layering, colour, line types, etc. 10. Particulars of Qualified Persons, Project Manager, Licensed Water Service Plumber, Licensed Gas Service Worker, Plumbing Contractor furnished to Architect. 11. Checklists and submission form printed and filed in authority submission file. 12. Letter of Appointment obtained from owner for Qualified Person to act on his behalf. 13. Approved plans archived to CD.			

Auditor Signature: Date:

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Construction Process Control (M7)**	YES	YES BUT	NO
1. Site monitoring are recorded appropriately in (i) Daily diary of Site Engineer (ii) Relevant standards forms (iii) Site meeting minutes 2. Minutes of meeting circulated to all attendees, Client's representative and Architects. 3. Submission of shop drawings and coordination drawings are monitored and recorded in appropriate schedules. 4. Records of all non-conformances, consequent action taken and final clearance are maintained by the Site Engineer. 5. Contractors are advised of procedure for submission of Request for Deviation at the commencement of Contract. 6. All Request for Deviation received are recorded in the Register of Request for Deviation. 7. All Request for Deviation are supported by documentations. 8. Changes affecting various Design Team Engineering disciplines initiated by an approved RFD are circulated to all concerned parties according to the Procedures on Design Change Control.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: CONSTRUCTION SUPERVISION **Construction Process Control (M7)**	YES	YES BUT	NO
9. Procedures for approval of Request for Deviation as stipulated in Clause 3.3 are adopted. 10. Amendments to the Specification, drawings or documents initiated by an approved RFD have been undertaken and circulated to all parties concerned according to the Procedures on Design Change Control. 11. Authorisation for Contractor to undertake alterations under approved RFD are in accordance with Clause 9. 12. Date of Progress Payment Valuation to be submitted is agreed with Quantity Surveyor and recorded in the PQP. 13. Progress Payment Valuation Form's presentation format has been established with Client. 14. Claims for unfixed materials on site are itemised and verified by relevant delivery notes and visual inspection. 15. Claims for unfixed materials off site are subjected to all itens under Clause 8.2.1. 16. Variation works are not paid in Progress Payment Valuation unless authorised. 17. All Variation Orders are approved by the Client.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: CONSTRUCTION SUPERVISION **Construction Process Control (M7)**	YES	YES BUT	NO
18. Outstanding and defective works are not included in Final Payment. 19. All interim claims from contractor are recorded in the Project 'PP' Files. 20. Authority levels for initiating variations as stipulated in Clause 9 are agreed and established with Client/Architect and recorded. 21. All variation costs submitted by the contractor are checked by PM for validity and accuracy and confirmed to the Client/Architect in writing with the recommendation for acceptance. 22. DVO are issued for works done by contractor without detailed cost submission and are approved by the Client/Architect. 23. All instructions from Client/Architect are recorded. 24. Details of all variations are recorded and filed appropriately.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: CONSTRUCTION SUPERVISION **Construction Process Control (M7)**	YES	YES BUT	NO
25. The Contract Value Summary is maintained up-to-date. 26. Contractor has submitted the necessary sets of reproducible transparencies, in diskettes/CD Rom and paper prints as required under the Contract.27. Are O&M manuals being prepared in such a way that an engineer who has no previous knowledge of the project may use them to operate and maintain the systems. 27. A copy of all Operating and Maintenance Manuals are retained in the office until the end of the Maintenance Period. 28. Are Project Manager / Site Staff provided with and used the PPE in accordance to site EHS requirements during site monitoring? 29. Are deviations from site environmental requirements feedback to the main contractor?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Testing and Commissioning (M8)**	YES	YES BUT	NO
1. Specific Client's requirement related to Inspection, Commissioning and Testing and authority levels for acceptance are established and recorded in a controlled manner. 2. Name and details of the approved Specialists Sub-Contractor are recorded in the relevant project file. 3. All design data and test figures are identified and recorded into the Test Sheets. 4. Contractor has submitted their initial programme of works for review. 5. All comments generated in the review shall be confirmed to the Contractor in writing and recorded. 6. The agreed programme are recorded and incorporated into the co-ordinated construction programme. 7. The contractor's detailed and programme for Commissioning and Testing have:- (i) Complied with all specified requirements. (ii) Identified all test to be undertaken by the relevant authorities.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Testing and Commissioning (M8)**	YES	YES BUT	NO
8. The following specified schedules in the forms of Check Lists have been submitted two weeks before the commissioning starts:- (i) Schedule of pre-commissioning checks for each item of plant. (ii) Schedule of Commissioning procedures (iii) Schedule of Performance Test. (iv) Schedule of Commissioning reports, Manufacturer's Test Certificates to be included in the reports. 9. Check list are used to monitor the Contractor's progress. 10. The completed Commissioning and testing report is submitted for comments and/or approval. 11. The sample Test and Commissioning formats are adopted. 12. List of defects are recorded and sent to the Contractor. 13. Contractor signed and dated defects item rectified which is recorded. 14. Site Engineer signed and dated defects item rectified by Contractor following satisfactory site check and copy recorded.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Testing and Commissioning (M8)**	YES	YES BUT	NO
15. All defects due to design error are recorded by Site Engineer and reported to Project Manager. 16. Feedback Report Form has been initiated by Project Manager according to the procedures in the Feedback Reporting. 17. Review and authorisation of corrective action are in accordance with the procedures on Design Change Control. 18. Site Engineer has reviewed the report on commissioning and performance trials. Comments or acceptance are recorded. 19. A copy of commissioning Testing Report and Defects Report are retained in the Project File. 20. Certificate of Supervision are drawn up according to prescribed forms and given to the respective Professional Engineers upon satisfactory completion of all test. 21. Certificate of Supervision for Lifts and Escalators are issued by the Contractor's Professional Engineer. 22. A copy of Certificate of Supervision with any attached documents are filed in the Project 'Authority' file.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Document Control (S1)**	YES	YES BUT	NO
1. Are controlled documents being authorised by authorised person before distribution? Any form of record or registration? 2. Are superseded documents retained for references being stamp '**SUPERSEDED'**? 3. Are ***revised*** controlled documents other than drawings being identified? 4. Should a document become superseded by a new version/revision, are these documents circulated to all previous recipients? Any form of record or registration? 5. Are controlled documents issued to external parties using a cover letter or transmittal form?			
Comments: Auditor Signature: Date:			

Project Title	Date:		
	Project No.:		
Procedures Audited: : SUPPORTING PROCESS **Documentation of *QEMS* Procedure (S2)**	YES	YES BUT	NO
1. ***Are*** the first issue ***& the subsequent revisions*** of the Quality & Enviromental Management System Procedures (QEMSP) being authorised by the ***Director-In-Charge***? 2. Is a register of Controlled Copy Holders and Distribution Record being maintained? 3. Is the ***revision*** of the QEMSP being indicated? 4. Is the QEMSP available to all staff? 5. Are minor amendments to page or pages of the QEMSP being updated in the 'Revision Schedule'? 6. Are users informed of changes in the QEMSP? 7. Is the QEMSP being prevented from misuse when obsolete?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Documentation of Project Quality Plan (S3)**	YES	YES BUT	NO
1. Is PQP being produced for this project? 2. Is PQP being produced by PM and authorised by PD? 3. Sections conform to the Standard Format for PQP? 4. Issuance and revision to PQP properly controlled and recorded? 5. PQP version commence at zero? 6. Is PQP being filed in the 'Project-PQP' file? 7. If uncontrolled copy being issued by the PM, is there any endorsement of **"THIS DOCUMENT WILL NOT BE MAINTAINED"**? 8. Is the PM aware that he/she shall maintain the PQP until the completion of the project? 9. Does project quality plan includes the identification of environmental considerations?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Specification Control (S4)**	YES	YES BUT	NO
1. All tender specification prepared complied with current Codes of Practice, Singapore Standards, British standard and Statutory requirements? 2. All Client's specific requirement regarding the structure, content and approval of the Project Specification, and Conditions of Contract are reviewed and recorded appropriately? 3. All special requirements specific to the project are identified, reviewed and incorporated in the Specification? 4. Standard layout for Title Page, Contents List and Section incorporated? 5. Standard formats for Title Page, Section. Clause and Page numbering are incorporated? 6. All amendments to the Project Specification are recorded and approved by Client? 7. Are the procedures for amending Project Specification as per QSP? 8. Method of issuing of amendments have been established with the Client and recorded?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Specification Control (S4)**	YES	YES BUT	NO
9. Record of amendments is circulated to the office project team and site staff?			
10. Final issue of Specification checked in accordance with the Procedures on Design Control?			
11. All Client's comments and subsequent approval before final issue are recorded.			
12. No Project Specification are issued to tenderers in advance of the issue of Enquiry Documents?			
13. A copy of the Project Specification (stamped as "Office Copy) issued in the office and the Record of Amendments is maintained?			
14. Does Specifications comply with the current Codes of Practice, Singapore Standards, British Standards, and Statutory Requirements, applicable to the project, and incorporate environmental requirements (e.g. refrigerant, motor) as well as all Client's requirements, as agreed in the Design Brief Report?			
Comments:			
Auditor Signature: Date:			

Project Title:	Date: Project No.:		
Procedures Audited: SUPPORTING PROCESS **Library Control (S5)**	YES	YES BUT	NO
1. Are technical references information which are not automatically maintained at current status being identified by either marking the documents, the file containing the documents or shelves holding the documents with the sign **"DOCUMENT NOT MAINTAINED"**? 2. Are Superseded documents retained for references are marked **"SUPERSEDED"**? 3. Are items removed from library on loan are recorded? 4. Are new materials be made known to all Staff through issuance of a Memorandum? 5. Are library shelves properly labelled for easy retrievable? 6. Is the Purchase/Loan Requisition form being used when staff request to purchase or required materials/information from other sources? 7. Are the following records maintained by the Company Librarian:- 1. Index of Titles 2. Loan Register on the Intranet			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Library Control (S5)**	YES	YES BUT	NO
8. All materials in the library are sorted out according to the following categories: (i) Master Specifications (ii) Reference Books (iii) Directories/Guide Books/Government Gazettes & Acts (iv) Singapore Standards (v) British Standards (vi) International Standards (vii) Seminar Materials (viii) National Fire Codes (ix) Companies Annual Reports/Financial Statements (x) CDs/Video Tapes (xi) Catalogues (Mechanical) (xii) Catalogues (Electrical)			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Archives Control (S6)**	YES	YES BUT	NO
1. Are all documents and drawings sent to Archives being accompanied with the Archives Form for each type of materials? 2. Is the retention period of Archives materials conform to the procedures? 3. Are documents required to be temporarily withdrawn from Archives being accompanied with the Archives Retrieval Form? 4. Is authorisation being obtained from the Director should any materials due for destruction? 5. Are environmental management system records retained for 6 years? 6. All Archives Form in use for environmental documents sent to Archives?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.: -		
Procedures Audited: SUPPORTING PROCESS **Filing Control (S7)**	YES	YES BUT	NO
1. Are structures of Project Filing conform to guidelines defined and laid down by the Project Director? 2. Are guidelines for Project Filing available for Project Manager to refer? 3. Are project files being indicated with external identification such as project number, file open and close date, etc as per procedures? 4. Is the "List of Project File" being maintained in the Project Quality Plan for individual project? 5. Are all outgoing correspondences being annotated with relevant file references?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Drawing Control (S8)**	YES	YES BUT	NO
1. All incoming drawings are recorded and stamped with "Date Received" stamp at the reverse side of the drawings? 2. All hard-copy of incoming drawings are recorded in the 'Incoming Drawing Record' for individual projects? 3. Consultant's latest drawings properly filed and all team members fully aware of latest changes in drawings? 4. Superseded drawings stamped "SUPERSEDED" and filed separately? 5. All outgoing drawings are identified with proper stamp for the purpose of its issuance, recorded and properly filed? 6. All production of drawings are accompanied with record of Progress of Drawing Production form?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Drawing Control (S8)**	YES	YES BUT	NO
7. All revision of drawings are recorded in the Revision Logsheet? 8. All drawing legends, sizes and scales are to Local Authorities' Submission Standard? 9. Standard Drawings, Title Blocks and Drawings Numbering System are to ACE's standard? 10. All CAD staff are aware and have access to the company's guidelines for format and standard of drawings to be produced? 11. All revision are highlighted and clouded on drawings and properly recorded? 12. All latest revisions are updated in the drawings? 13. All drawings/tracings are checked and signed by the respective personnel with the 'Check Print'?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.: -		
Procedures Audited: SUPPORTING PROCESS **Administration Control (S9)**	YES	YES BUT	NO
1. Are the process of receiving, opening, recording, circulating, etc of incomings (letters and faxes) conform to the procedures? 2. Are all the outgoing mails being signed by authorised personnel as per guidelines in the procedures? 3. Are Office Memorandum being issued and signed by Directors? 4. Are outgoing correspondences related to contractual and/or legal issues via telefax or e-mail being reconfirmed by normal mail? 5. Is the word "with enclosure" and/or "without enclosure" being stated against 'CC' parties to distinguish their receiving? 6. Are all letters being initialled by originator at appropriate part after counter-checking before hand over to Project Manager for signature?			
Comments: Auditor Signature: Date:			

Project Title:	Date: Project No.:		
Procedures Audited: SUPPORTING PROCESS **Purchasing Control (S10)**	YES	YES BUT	NO
1. Are materials purchased for the company being authorised, verified and recorded? 2. Are materials purchased from regular suppliers as stated in the procedures? 3. Are requests for changing supplier due to poor quality of materials purchased routed to Director-in-Charge via Feedback Report Form? 4. Is there any form of record kept for all purchased materials?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Training Control (S11)**	YES	YES BUT	NO
1. Is there any record of induction training conducted for new staff which cover the following: (i) The organisation structure (ii) The immediate organisation in which he/she will be working (iii) The work they are to perform (iv) The Quality System Procedures and other office and working instructions/manuals. 2. Are training needs being identified and met by external courses, seminars or professional institute activities or internal courses promoting technical awareness? 3. Have the appointed Internal Auditors attended and fulfilled the requirements of the formal internal audit course? 4. Are attendance of staff who attended course and seminars being recorded? 5. Are environmental training needs identified? 6. Are training evaluation completed with the Training Evaluation Record for internally and externally conducted training courses with a time duration of 8 hrs or more? 7. Are training materials catalogued and kept in the Company Library? 8. Has training plan been established?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.: -		
Procedures Audited: SUPPORTING PROCESS **Computer Control (S12)**	YES	YES BUT	NO
1. Maintain the system configuration record form for each workstation in the office? 2. Maintain the system service log record form for each workstation? 3. Maintain the user configuration record form for each user? 4. Maintain the plotters calibration report? 5. The CAD Leader shall verify the printout from the plotters every six months & submit to the network administrator? 6. Backup on the server every week? 7. Every workstation is protected by anti-virus software?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Alpha
Consulting Engineers Pte Ltd

Project Title:	Date:		
	Project No.: -		
Procedures Audited: QUALITY & ENVIRONMENTAL SYSTEM AUDIT **Quality & Environmental System Audit (S14)**	YES	YES BUT	NO
1. An annual audit programme prepared by the Audit Manager which indicate the schedule of the audit and the month in which each element of the Quality System is forecast to be investigated by audit. 2. The audit cover surveillance of all authorised Quality System Procedures. 3. Audit Manager notifies the Project Director, Project Managers and internal auditors of the date of the audit giving **not less than three days notice in writing**. 4. Initial meeting on the day of audit with the Project Director or his nominee and the auditor to explain the scope and time-scale for the audit. 5. Interviews with staff at work place and examination of documentation based on Inter Audit Questionnaire drafted by the Auditor. 6. Audit results being recorded on the Inter Audit Questionnaire and Notice(s) of Non-Compliance raised for each non-compliance. 7. Each Notice of Non-Compliance is to carry a confirmation signature from the Project Director of his nominee.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: QUALITY & ENVIRONMENTAL SYSTEM AUDIT **Quality & Environmental System Audit (S14)**	YES	YES BUT	NO
8. The auditee proposes an action required to provide a solution to the Non-Compliance. 9. Verbal summary of the findings given by the auditor at the end of the audit. 10. Audit report are prepared in accordance with Clause 2(f) of the procedures. 11. Discussion and arrangement for corrective action are recorded in Section 2 of the Notice of Non-Compliance together with the completion date. 12. The Auditor ensures that the corrective action is completed within the required time stated. 13. The auditor confirmed to the Audit Manager that corrective action has been satisfactory completed by returning a copy of the Notice of Non-Compliance carrying the confirmation signature of the Project Director or report if the corrective action has not been completed. 14. Any unresolved difficulties are referred to the Audit Manager.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: QUALITY & ENVIRONMENTAL SYSTEM AUDIT **Quality & Environmental System Audit (S14)**	YES	YES BUT	NO
15. Audit Manager consolidated all the non-conformance found and summary of all non-conformance distributed to all Project Director for their action or information. 16. Audit Manager report on any outstanding matters to the Managing Director at the Management Review Meeting. 17. Audit Manager maintains a register of internal audits. 18. An overall review of the QSP undertaken at least annually and the date agreed between the Managing Director and the Audit Manager and recorded. 19. Audit Manager shall prepare review agenda including but not necessarily limited to items in Clause 3 of the procedures. 20. Minutes of Review Meeting which identified the agreed corrective action to be taken are recorded by Audit Manager and distributed to all those attending the meeting. 21. A copy of the minutes is retained by the Audit Manager in the Quality System record.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: QUALITY & ENVIRONMENTAL SYSTEM AUDIT **Quality & Environmental System Audit (S14)**	YES	YES BUT	NO
22. Quality Manager maintains the Quality System records as listed in the procedures. 23. Quality Manager periodically review the Quality System Records and where appropriate forward the records for retention in the Company Archives in accordance to the procedures on Archives Control.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.: -		
Procedures Audited: QUALITY SYSTEM AUDIT **Feedback Reporting (S15)**	YES	YES BUT	NO
1. Are requests/suggestions for amendments to quality system and services/project-related documents being raised using the standard Feedback Form? 2. If Yes to above, is the process of the feedback reporting conform to the report generation as per procedures? 3. Is there any form of registration for each feedback raised? 4. Are completed feedback report being circulated to the Directors and any other related staff?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.: -		
Procedures Audited: QUALITY SYSTEM AUDIT **Client Feedback (S16)**	YES	YES BUT	NO
1. Are Client Feedback Form initiated? 2. Are Client Feedback Form reviewed upon receipt? 3. Is Feedback Report Form used when appropriate? 4. Are the findings summarized? 5. Are the findings analysed?			
Comments: Auditor Signature: Date:			

Project Title	Date:		
	Project No.: -		
Procedures Audited: : QUALITY SYSTEM AUDIT M**anagement Review (S17)**	YES	YES BUT	NO
1. Have the Quality & Environmental Management System been reviewed annually? 2. Did the meeting discussed as a minimum; the items mentioned in the review agenda of the QEMSP? 3. Have the meeting identified any action for improvement of the Quality & Environmental Management System and its processes? 4. Have the action items being implemented? 5. Have the minutes of meeting being filed?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date: Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Aspect Identification, Risk Assessment & Control (E1)**	YES	YES BUT	NO
Are all activities, products or services including routine and non-routine processes for each work location listed in the Environmental Risk Assessment form with aspects identified? Are existing risk control measures identified? Are risks evaluated in accordance to the evaluation criteria? Are significant environmental aspects determined and recorded in the Register of Significant Environmental Aspects? Are additional risk control measures taken to eliminate or minimize the significant risks with action leaders identified? Are evaluation of compliance to legal and other requirement for each aspect identified? Are environmental aspects and risks established, reviewed and updated prior to the introduction of changes? Are the entire risk assessment process reviewed or revised at least once every 3 years?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date: Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Identifying Legal & Other Requirements (E2)**	YES	YES BUT	NO
Is access to applicable environmental legal and other requirements evident? Has a legal register been prepared, maintained and made available to all departments/users? Are updates or changes to legal and other requirements tracked and updated in the legal register at 12 monthly intervals? Is evaluation of compliance to identified requirements established?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date: Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Objectives, Targets & Programmes (E3)**	YES	YES BUT	NO
Are environmental objectives and targets established? Are action plans developed for achieving the objectives and targets, using the Environmental Management Program form? Has the progress of each program reviewed and reported to the QE Manager at prescribed intervals or when encounters any major problems?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date:		
	Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Communication (E4)**	YES	YES BUT	NO
Are means of internal communication of environmental issues evident? Are external communication / enquiry / complaint from interested parties concerning environmental issues recorded in the Feedback Report? Are the significant environmental impacts and risks as well as other environmental matters communicated to organization's representatives and contractors where applicable? Are environmental policy and objectives made available to the public?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date:		
	Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Emergency Preparedness (E5)**	YES	YES BUT	NO
Has the Emergency Coordinator (EC) been formulated? Is the Emergency Contact List displayed prominently at the workplace? Are evacuation routes and assembly points and emergency equipment available? Are emergency equipment maintained? Are personnel aware of their emergency response procedure? Are Fire Drill Exercise conducted at a frequency deem appropriate by the owner? Does the EC inform relevant personnel about fire drill? Are Fire Drill Report/correspondence maintained?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date:		
	Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Monitoring & Measurement (E6)**	YES	YES BUT	NO
Is the Monitoring and Measurement Plan established? Are monitoring and measurement carried out in accordance to plan with records kept? Is the Feedback Report raised if results do not comply with established parameter or relevant environmental legislation and regulations?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date:		
	Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Control of Air & Noise Pollution (E7)**	YES	YES BUT	NO
Are types, frequency and locations of pollution sources to be monitored or measured identified? Are measurement devices calibrated if necessary? Are monitoring and measurement records maintained? Are ozone-friendly alternatives used instead of ozone-depleting substances (e.g. CFCs, Halons, Freons)? Are hearing protection devices provided to personnel exposed to excessive noise? Are audiometric examinations conducted for personnel who are subjected to excessive noise exposure?			
Comments: Auditor Signature: Date:			

INTERNAL AUDIT QUESTIONNAIRE

Project Title:	Date:		
	Project No.:		
Procedures Audited: ENVIRONMENTAL PROCESS **Management of Wastes (E8)**	YES	YES BUT	NO
Are waste bins with proper labels designated for collection of general wastes? Are the paper waste sold to recycling company? Are organic waste and office waste disposed at designated bins provided by building owner? Are personnel aware of the proper waste disposal methods? Does the paper waste collectors have valid license? Are good housekeeping practices evident on site?			
Comments: Auditor Signature: Date:			