Our Ref: 9001-IAR/011

15 November 2013

INTERNAL AUDIT REPORT MEMORANDUM

To : Abdul Bhasith

From : Noraini Sairi

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES
INTERNAL AUDIT FOR SUPPORTING PROCESS

An internal Audit was conducted on 15 November 2013 by Noraini Sairi .

The scope of the audit reviewed the following procedure:-

Section: Computer Control (S12)

The audit was conducted in the office.

The findings of the audit are recorded on the attached questionnaire and no significant deficiency was noted.

Verified by Asst. Audit Manager:

NORAINI SAIRI

YIP YOKE FUN

cc Directors
cc Internal Audit File

enc

/fty

INTERNAL AUDIT QUESTIONNAIRE

Alpha
Consulting Engineers Pte Ltd

Project Title: SUPPORTING PROCESS	Date: 15 NOV 2013 Project No.: -		
Procedures Audited: **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:

#1 & #3:

CONFIGURATIONS ARE RECORDED BUT NO DATES TO INDICATE WHEN THE RECORDS WERE DONE.

#2:

SERVICE LOGS ARE MAINTAINED VIA EMAILS. EMAILS ARE ARCHIVED & HARDCOPIES ARE FILED.

Auditor Signature: (NHS) Date: 15.11.13.

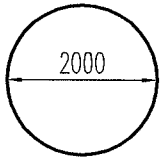
PLOTTER OUTPUT VERIFICATION
(OCE PLOTWAVE 350)

Item	Description	Acceptable	Not Acceptable	Remarks
1.	CIRCLE	✓		
2.	SQUARE	✓		
3.	LINE THICKNESS			
	0.001mm	✓		
	0.200mm	✓		
	0.300mm	✓		
	0.400mm	✓		
	0.500mm	✓		
	0.800mm	✓		
4.	LINE TYPE			
	CENTER	✓		
	CONTINUOUS	✓		
	DASHDOT	✓		
	DIVIDE	✓		
	HIDDEN	✓		
	PHANTOM	✓		

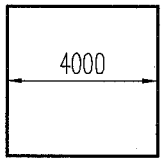
DATE: 26 Sept 2013

VERIFIED BY: ABR

SHAPE TEST



CIRCLE (SCALE 1 : 100)



SQUARE (SCALE 1 : 200)

LINE THICKNESS TEST

0.001mm

0.200mm

0.300mm

0.400mm

0.500mm

0.800mm

LINE TYPE TEST

CENTER

CONTINUOUS

DASHDOT

DIVIDE

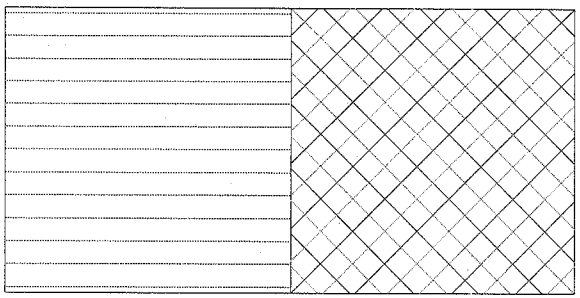
HIDDEN

PHANTOM

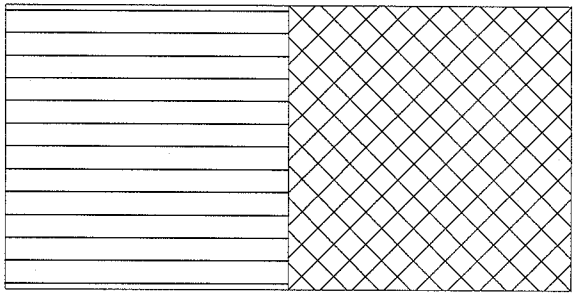
PLOTTER OUTPUT VERIFICATION

(OCE PLOTWAVE 350)

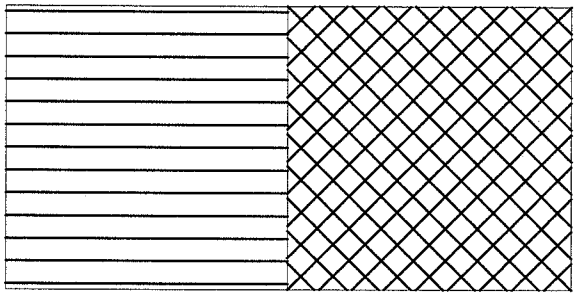
LINE THICKNESS TEST



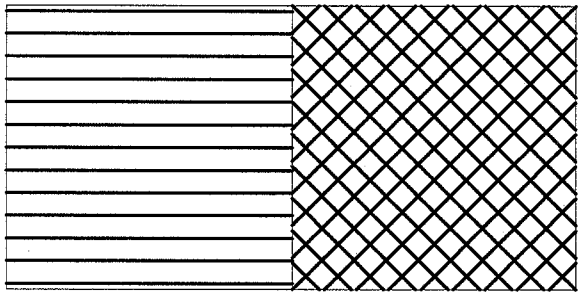
0.001mm



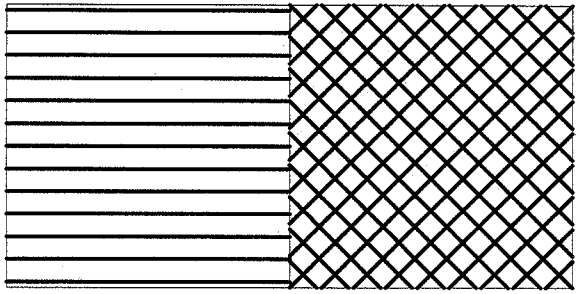
0.200mm



0.300mm



0.400mm



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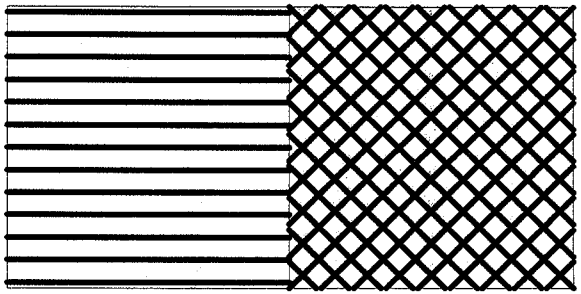

0.800mm

DATE: 26 Sept 2013

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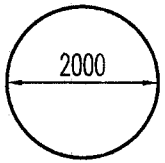
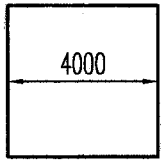
PLOTTER OUTPUT VERIFICATION
(CANON IPF 755)

SHAPE TEST



CIRCLE (SCALE 1 : 100)



SQUARE (SCALE 1 : 200)

LINE THICKNESS/COLOR TEST

0.8mm	———	Magenta
0.5mm	———	Red
0.4mm	———	Cyan
0.3mm	———	Green
0.2mm	———	Black

LINE TYPE TEST

HIDDEN	- - - - - -
CENTER	——— – ———
DASHDOT	——— · ——— · ———
CONTINUOUS	———

DATE: 26 September 2013

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	0.5mm	✓		
	0.4mm	✓		
	0.3mm	✓		
	0.2mm	✓		
4.	LINE TYPE			
	HIDDEN	✓		
	CENTRE	✓		
	DASHDOT	✓		
	CONTINUOUS	✓		
5.	Color			
	MAGENTA	✓		
	RED	✓		
	CYAN	✓		
	GREEN	✓		

PLOTTER OUTPUT VERIFICATION
(OCE PLOTWAVE 350)

Item	Description	Acceptable	Not Acceptable	Remarks
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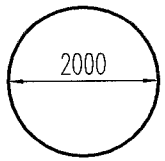
	0.001mm	✓		
	0.200mm	✓		
	0.300mm	✓		
	0.400mm	✓		
	0.500mm	✓		
	0.800mm	✓		
4.	LINE TYPE			
	CENTER	✓		
	CONTINUOUS	✓		
	DASHDOT	✓		
	DIVIDE	✓		
	HIDDEN	✓		
	PHANTOM	✓		

DATE: 26 Mar 2013

VERIFIED BY: ABR

SHAPE TEST



CIRCLE (SCALE 1 : 100)



SQUARE (SCALE 1 : 200)

LINE THICKNESS TEST

0.001mm

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PLOTTER OUTPUT VERIFICATION

(OCE PLOTWAVE 350)

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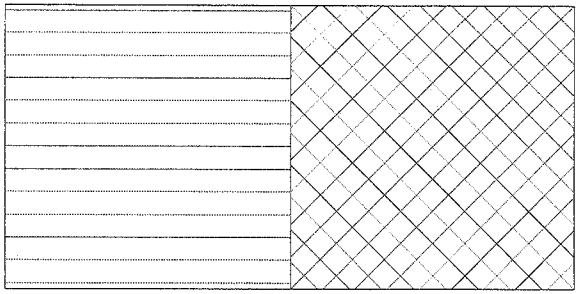
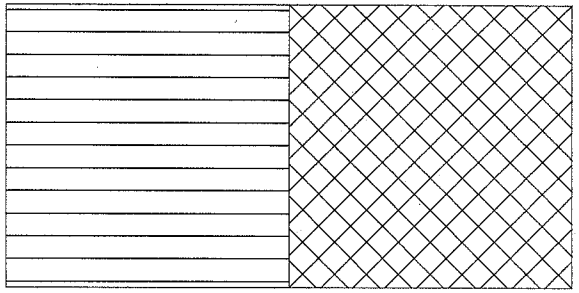
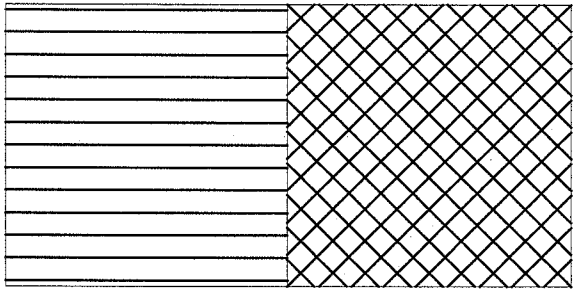


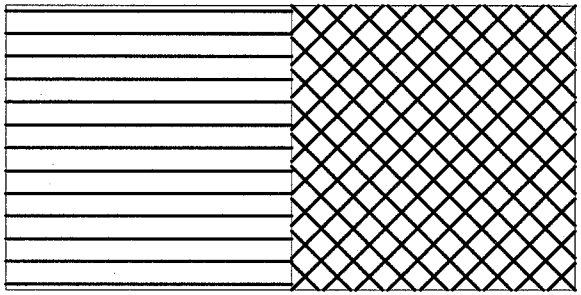
0.001mm



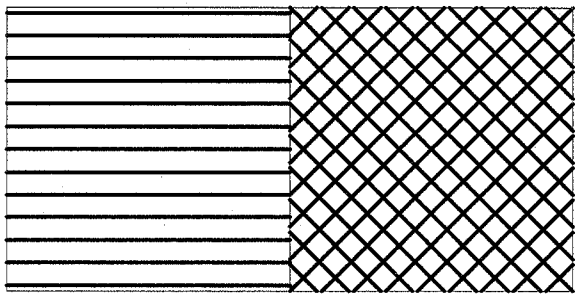
0.200mm



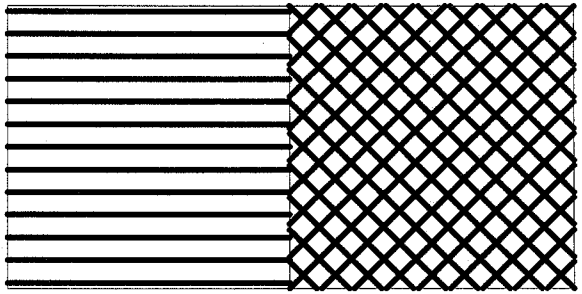
0.300mm



0.400mm



0.500mm



0.800mm

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PLOTTER OUTPUT VERIFICATION
(CANON IPF 755)

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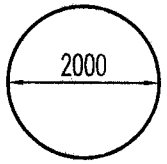

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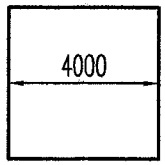

SQUARE (SCALE 1 : 200)

LINE THICKNESS/COLOR TEST

0.8mm — Magenta
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