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Our Ref: OM-QESA/057

22 January 2016

MEMORANDUM

To : Members of Staff

From : Choong Choon Guan

Subject : **ISO 9001:2008 & ISO 14001:2004**
INTERNAL AUDIT

Please be advised that we have scheduled the Internal Audit to be carried out on **27 January 2016**. The **"closed-out"** of the projects shall be carried out **by 5 February 2016**. The allocation of auditors and the projects assigned to them are as shown on the attached Appendix.

The management would also like to take this opportunity to remind all PMs and APMs to ensure all projects under their charge comply with the Quality & Environmental System procedures, regardless of whether they have been selected for this Internal Audit.

Thank you for your co-operation.

CHOONG CHOON GUAN

cc LFY/TLS/GSH
cc ISO File
cc Notice Board

enc

/fty

BCA ISO 14000 CERT NO: 2008134 SS ISO 14001: 2004
BCA ISO 9000 CERT. NO : 324 SS ISO 9001: 2008
SAC ACCREDITED CERTIFICATION BODY Cert No: QS - 1997-02 Member of the IAF MLA for QMS

Alpha
Consulting Engineers Pte Ltd

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 27 JANUARY 2016

(A) ISO 9001

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
6185	HDB Bidadari Estate C1-C3	Tender	TCM	YYF/TCC	M3, S3, S4 & S8	27/1/16	1/2/16
6189	Select HQ	DLP	KK	CKH/LCY	M3 – M8, S3, S4, S7 & S8,E1-E4	27/1/16	1/2/16
6200	Botanique @ Bartley	Construction	KBK	YYF/TCC	M3 – M8, S3, S4, S8, E1-E4 & E6	27/1/16	1/2/16
6204	Woods Square	Tender	DO	AWL/LCY	M3, S3, S4 & S8	29/1/16	2/2/16
6211	Philips Singapore	Partial TOP	RBS	TCM/DO	M3 – M8, S3, S4, S8, E1-E4	29/1/16	2/2/16
6214	VII0 at Balestier Road	Construction	LYM	CLM//DO	M3 – M8, S3, S4, S8, E1-E4 & E6	29/1/16	2/2/16
6219	H9A -SGH	Planning	CKH	AWL/CSW	M1-M3	28/1/16	3/2/16
6221	Funan Redevelopment	Planning	AWL	CKH//LYM	M1- M3	28/1/16	3/2/16
Supporting Process							
Section	**Title**		**Auditor**	**Auditee**		**Date of Audit**	**Completion Date**
S1	Document Control		NHS	FTY		1/2/16	2/2/16
S2	Documentation Quality & Environmental Management System Procedure		NHS	FTY		1/2/16	2/2/16
S5	Library Control		DO	DS		1/2/16	2/2/16
S6	Archive Control		NHS	FTY		1/2/16	2/2/16
S7	Filing Control		NHS	FTY		1/2/16	2/2/16

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 27 JANUARY 2016 (cont'd)

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
S8	Drawing Control		YYF	RBS		1/2/16	2/2/16
S9	Administration Control		NHS	FTY		1/2/16	2/2/16
S10	Purchasing Control		AWL	GA		1/2/16	2/2/16
S11	Training Control		AWL	LYC		1/2/16	2/2/16
S12	Computer Control		TCM	PN		1/2/16	2/2/16
(B) Environmental System (ISO 14001)							
E5	Emergency Preparedness		AWL	LYC		3/2/16	4/2/16
E6	Monitoring & Measurement (Environmental Program, Paper Recycling, Paper Consumption, Electricity Consumption & Environmental Training)		AWL	LYC/GA		3/2/16	4/2/16
E8	Management of Wastes		AWL	LYC		3/2/16	4/2/16
(C) Quality & Environmental System							
QE1	Quality & Environmental System Audit		LCY	YYF		3/2/16	4/2/16
QE2	Feedback Reporting		LCY	FTY		3/2/16	4/2/16
QE3	Clients Feedback		LCY	FTY		3/2/16	4/2/16
QE4	Management Review		LCY	YYF		3/2/16	4/2/16