Alpha
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Our Ref: OM-QESA/058

27 January 2016

**MEMORANDUM**

To: Members of Staff

From: Choong Choon Guan

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**BCA ISO 9000 & ISO 14000 CERTIFICATION SCHEME**
**2ND ROUTINE SURVEILLANCE AUDIT**

Please be advised that the 2nd Routine Surveillance Audit for ISO 9001 and ISO 14001 is scheduled for **10 and 11 March 2016**. 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/TLS
cc Notice Board
cc ISO File

enc

/fty

BCA ISO 14000 CERT NO.: 2008/134 SS ISO 14001: 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001: 2008
SAC ACCREDITED CERTIFICATION BODY Cert No: Q3 - 1997-02 Member of the IAF MLA for QMS

Alpha
Consulting Engineers Pte Ltd

# AUDIT PROGRAMME

| Time | Programme | Personnel to attend | BCA Auditor |
|---|---|---|---|
| **DAY 1** | **Thursday, 10 March 2016** | | |
| 9.30 am | Opening Meeting at Head Office | CCG/YYF/FTY | All |
| | Briefing by company's representative on the companies' management systems operations and implementation | CCG | |
| | Confirmation of audit programme<br>Follow up on previous audit findings (if any) | CCG/YYF | |
| | <u>System Audit</u><br>(FOR ISO 9000 & ISO 14000) | | |
| | • Policy, Objectives and Programmes | CCG/YYF | NKL |
| | • Internal Audit | YYF | |
| | • Management Responsibility | YYF | |
| | • Data Analysis | YYF | |
| | • Improvement | LYC | |
| | • Competence, Training and Awareness | LYC | |
| | • Responsibility, Authority and Communication | CCG/YYF/ FTY | |
| | • Purchasing | GA/FTY | GH |
| | • Legal & Other Requirements | YYF | |
| | • Evaluation of Compliance | YYF | |
| | • Resource Management | LYC | |
| | • Infrastructure and Work Environment | LYC | |
| | • Control of Documents and Records | FTY | |
| 12.30 pm | Lunch Break | | |
| 2.00 pm | **Project Audit at HQ (Planning, Design and Tender)** | | |
| | 1. HDB at Bidadari C1, C3 | YYF/TCC | NKL |
| | 2. Funan Redevelopment | CKH/LYM | GH |
| | • All relevant environment (ISO 14001) functions and requirements<br>• All relevant quality (ISO 9001) functions and requirements | | |
| 5.00 pm | Day one audit adjourns | | |

## AUDIT PROGRAMME (cont'd)

| Time | Programme | Personnel to attend | BCA Auditor |
|---|---|---|---|
| **DAY 2** | **Friday, 11 March 2016** | | |
| 9.30 am | **Site Audit:** | | |
| | **6 Derbyshire Road** | | |
| | • Mechanical Services | YYF/MSR | NKL |
| | • Electrical Services | BTW | GH |
| | • All relevant environment (ISO 14001) functions and requirements | | |
| | • All relevant quality (ISO 9001) functions and requirements | | |
| 11.30 am | Auditor Discussion and Preparation of Audit Reports | | |
| | Presentation of Findings & Closing Meeting | CCG/YYF | |
| 12.30 pm | End of Audit | | |

**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.

BCA Audit Team – Mr Ng Kam Leong (NKL), Ms Gloria He (GH)