Alpha
Consulting Engineers Pte Ltd

2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919
TEL: (65) 6276 2228 FAX: (65) 6276 9929 E-MAIL: ace@alpha.com.sg
WEBSITE: www.alpha.com.sg COMPANY REGN NO. 199407965N

Our Ref: OM-QESA/004

15 February 2011

MEMORANDUM

To: Members of Staff

From: Andrew Loh

BCA ISO 9000 & ISO 14000 CERTIFICATION SCHEME
RENEWAL AUDIT

Please be advised that the Renewal Audit for ISO 9001 and ISO 14001 is scheduled for 21 & 22 February 2011. 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.

ANDREW LOH

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

enc

/hi

BCA ISO 14000 CERT NO.: 2000/134 SS ISO 14001 : 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001 : 2000
SAC ACCREDITED CERTIFICATION BODY Cert No: QS-1997-02 Member of the IAF MLA for QMS

Alpha
Consulting Engineers Pte Ltd

AUDIT PROGRAMME

Time	Programme	BCA Auditor	Personnel to attend
DAY 1	**Monday, 21 February 2011**		
0930 hrs	Opening Meeting @ Head Office	GTL & AJ	LFY / LCT / CCG / YYF / HI
	System Audit @ Head Office		
1000 hrs	Management review for 2 systems, customer satisfaction, non-conformances corrective/preventive actions, analysis of data & continual improvement	GTL / PP	CCG / YYF
	Human resources, Document & record control & Customer related processes	AJ	SL / YZW / HI
1230 hrs	Lunch Break		
1400 hrs	**Project Audit at Site :** Waterfront Waves - Relevant Quality & Environmental Management Clauses	GTL / PP / AJ	TK / THC
1730 hrs	End of Day 1		
DAY 2	**Tuesday, 22 February 2011**		
0930 hrs	**Project Audit at Site :** Specialist' Centre / Hotel Phoenix - Relevant Quality & Environmental Management Clauses	GTL / PP / AJ	GSH / CLM
1230 hrs	Lunch Break		
	System Audit @ Head Office		
1400 hrs	Evaluation of Compliance, Legal & Other Relevant Requirements	GTL	CCG / YYF
	Internal Audit & Purchasing	AJ / PP	YYF / MY
1630 hrs	Auditors' Discussion	GTL / AJ / PP	-
1700 hrs	Presentation of findings and closing meeting	GTL / AJ / PP	LFY / CCG / LCT / YYF / HI

Note:
BCA Auditor – Mr Goh Thiam Lai (GTL) / Abdul Jaleel Bin Shahul Hamid (AJ) / Patrick Poh (PP)