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Our Ref: OM-QESA/005

3 February 2012

MEMORANDUM

To : Members of Staff

From : Andrew Loh

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

Please be advised that we have scheduled the Internal Audit to be carried out on **13 February 2012.** The **"closed-out"** of the projects shall be carried out **by 17 February 2012.** 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.

ANDREW LOH

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

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: QS-1097-02 Member of the IAF MLA for QMS

Alpha
Consulting Engineers Pte Ltd

APPENDIX - INTERNAL AUDIT PROGRAMME

SCHEDULE OF INTERNAL AUDIT ON 13 FEBRUARY 2012

(A) ISO 9001

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
6142	Euhabitat	Tender	CKH	CHL/CWT	M3 – M6, S3, S4, S8	13/2/12	17/2/12
6081	Caspian	Construction	CWT	CHL/LCY	M3 – M7, S3, S4, S8, E1-E4 & E7	13/2/12	17/2/12
6109	Public Housing at Punggol West C14	Construction	TCM	YYF/TK	M3 – M6, S3, S4 & S8	13/2/12	15/2/12
6114	A&A to Amara Shopping Centre	Construction	KBK	LCY/TCM	M3 – M6, S3, S4 & S8	13/2/12	14/2/12
6117	Upgrading of Queenstown Primary School	Construction	TK	CHL/DO	M1 – M4, M6, S3 & S8	14/2/12	14/2/12
6120	D'Mira at Boon Teck Road	Construction	CHL	YYF/TK	M3 – M7, S3, S4, S8, E1-E4 & E7	14/2/12	14/2/12
6121	Coralis at 520 Joo Chiat Road	Construction	NHS	YYF/DO	M3 – M7, S3, S4, S8, E1-E4 & E7	14/2/12	14/2/12
6083	Specialists' Centre/Hotel Phoenix	Construction	LCY	GSH/CLM	M3 – M7, S3, S4, S8, E1-E4 & E7	14/2/12	16/2/12
6084	Orchard Emerald	Construction	RBS	GSH/CLM	M3 – M7, S3, S4, S8, E1-E4 & E7	14/2/12	16/2/12
6166	Condo @ Bishan	Tender	KK	LCY/KBK	M3 – M6, S3, S4, S8	14/2/12	16/2/12
Supporting Process							
Section	**Title**		**Auditor**	**Auditee**		**Date of Audit**	**Completion Date**
S1	Document Control		AWL	FTY		13/2/12	14/2/12
S2	Documentation Quality & Environmental Management System Procedure		AWL	FTY		13/2/12	14/2/12

APPENDIX - INTERNAL AUDIT PROGRAMME

SCHEDULE OF INTERNAL AUDIT ON 13 FEBRUARY 2012 (Cont'd)

Section	Title		Auditor	Auditee		Date of Audit	Completion Date
S5	Library Control		CWT	YZW		13/2/12	17/2/12
S6	Archive Control		AWL	FTY		14/2/12	17/2/12
S7	Filing Control		KK	NA		14/2/12	14/2/12
S8	Drawing Control		KBK	RBS		14/2/12	14/2/12
S9	Administration Control		KK	NA		14/2/12	17/2/12
S10	Purchasing Control		TCM	GA		14/2/12	14/2/12
S11	Training Control		CWT	PT/YZW		14/2/12	17/2/12
S12	Computer Control		YYF	PN/ABR		14/2/12	14/2/12
(B) Environmental System (ISO 14001)							
E5	Emergency Preparedness		YYF	SL/PT		15/2/12	17/2/12
E6	Monitoring & Measurement (Environmental Program, Paper Recyling, Paper Consumption, Electricity Consumption & Environmental Training)		YYF	SL/PT/GA		15/2/12	16/2/12
E8	Management of Wastes		YYF	SL/PT		15/2/12	17/2/12
(C) Quality & Environmental System							
QE1	Quality & Environmental System Audit		NHS	LCT		14/2/11	17/2/12
QE2	Feedback Reporting		AWL	FTY		14/2/12	14/2/12
QE3	Clients Feedback		AWL	FTY		14/2/12	14/2/12
QE4	Management Review		NHS	LCT		14/2/12	17/2/12