Alpha
Consulting Engineers Pte Ltd
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Our Ref: OM-QESA/008

5 March 2012

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 11 and 12 April 2012. 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

/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-1997-02 Member of the IAF MLA for QMS

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AUDIT PROGRAMME

Time	Programme	BCA Auditor	Personnel to attend
DAY 1	**Wednesday, 11 April 2012**		
1.30 pm	Opening Meeting at Head Office		LFY/LCT/CCG YYF/FTY
1.45 pm	Briefing by Management Representative on Company's Integrated Management System and Operations		
	Audit at Head Office		
	- Management review/Management responsibility	AJ	LCT/CCG/YYF
	- Documentation/Control of documents and records		FTY
	- Policy, objectives and programmes		LCT/CCG/YYF
	- Customer satisfaction		FTY
	- Competence, training and awareness		PT/YZW
	- Internal Audit		FTY
	- Customer related processes / Purchasing	PP	GA
	- Handing over, defects liability period & maintenance period (Caspian project)		CHL/LCY
	- Design and Development		
	- Evaluation of Compliance		
	- Legal & Other Relevant Requirements		
5.30 pm	End of Day 1		

AUDIT PROGRAMME (cont'd)

Time	Programme	BCA Auditor	Personnel to attend
DAY 2	**Thursday, 12 April 2012**		
9.30 am	**Project Audit: HDB Punggol West C14**		
	- Planning of product realization - Production and service provision - Control of monitoring and measuring equipment - Control of documents and records - Monitoring and measurement of processes and product - Incident investigation, nonconformity, corrective & preventive action	AJ	YYF/LYM
	- Environmental aspects - Operational control - Legal and other requirements - Roles, responsibility, accountability and authority - Communication, participation and consultation - Emergency preparedness & response	PP	
12.30 pm	Lunch		
1.30 pm	**<u>Project Audit: Coralis At 520 Joo Chiat Road</u>**		
	- Planning of product realization - Production and service provision - Control of monitoring and measuring equipment - Control of documents and records - Monitoring and measurement of processes and product - Incident investigation, nonconformity, corrective & preventive action	AJ	YYF/DO
	- Environmental impacts/aspects - Operational control - Legal and other requirements - Roles, responsibility, accountability and authority - Communication, participation and consultation - Emergency preparedness & response	PP	
5.30 pm	End of Day 2		

Note:
BCA Auditor –Abdul Jaleel Bin Shahul Hamid (AJ) / Patrick Poh (PP)