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Our Ref: OM-QESA/024

23 September 2010

MEMORANDUM

To: Members of Staff

From: Andrew Loh

BCA ISO 9000 & ISO 14000 CERTIFICATION SCHEME
ISO 9000 CONVERSION CUM ISO 14000 ROUTINE SURVEILLANCE AUDIT

Please be advised that the ISO 9000 Conversion Audit cum ISO 14000 Routine Surveillance Audit is scheduled for 30 September 2010. 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/TLS
cc Notice Board
cc ISO File

enc

/hi

BCA ISO 14000 CERT. NO.: 2008/134 SS ISO 14001 : 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001 : 2000
ACCREDITED CERTIFICATION BODY SAC Cert No: QS-1097-02 Member of the IAF MLA for QMS

AUDIT PROGRAMME

Time	Programme	Personnel to attend
	30 September 2010	
0930 hrs	Opening Meeting @ Head Office	LFY / CCG / LCT / YYF
	System Audit	
	Management Review (9001, 14001)	LCT/ CCG
	Internal Audit (9001, 14001)	LFY / YYF
	Legal & Other Requirements (14001)	LCT / CCG
	Training, Awareness & Competence (9001, 14001)	LFY / HI / SL
	Project Audit at Head Office :	
	Waterfront Waves	TK / THC
	The relevant clauses for ISO 9001 and ISO 14001 would be covered in the projects audit: - Aspect / Impact Analysis (14001) - Environmental Objectives (14001) - Consultation & Communication (14001) - Operational Control (14001) - Planning of Product Realization (9001) - Customer Related Processes (9001) - Production & Service Provision (9001) - Design & Development (9001) - Control of Nonconforming Product (9001)	
1230 hrs	Lunch	
1330 hrs	Any Other Matters	
1430 hrs	Closing Meeting with Auditor	LFY / CCG / LCT / YYF
1530 hrs	End of Audit	

Note: BCA Auditor - Mr Steven Cheong