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Our Ref: OM-QESA/032

4 November 2013

MEMORANDUM

To : Members of Staff

From : Choong Choon Guan

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

Please be advised that we have scheduled the Internal Audit to be carried out on **11 November 2013**. The **"closed-out"** of the projects shall be carried out **by 18 November 2013**. 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.

CHOONG CHOON GUAN

cc LFY/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 - 1976/2
Member of the IAF MLA for QMS

APPENDIX - INTERNAL AUDIT PROGRAMME

SCHEDULE OF INTERNAL AUDIT ON 11 NOVEMBER 2013

(A) ISO 9001

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
6190	Condo at 4 Derbyshire Road	Design	KBK	YYF/MSR	M3, M4	11/11/13	15/11/13
6174	Nursing Home @ Jurong West	Tender	KK	CKH/NKL	M3 - M6	11/11/13	15/11/13
6166	Sky Habitat	Construction	KK	LCY/KBK	M3 – M6, S3, S4 & S8, E1-E3,	11/11/13	13/11/13
6154	Nursing Home @ Bukit Batok	Construction	TCM	CKH/NKL	M3 – M7, S3, S4 & S8, E1-E3,	13/11/13	15/11/13
6142	Euhabitat	Construction	KBK	KK/SS	M3 – M7, S3, S4, S8, E1-E3,	11/11/13	15/11/13
6122	Upgrading of Sengkang Primary School	DLP	CKH	AWL/LCY	M8, S6	11/11/13	15/11/13
6083	Specialists' Centre/Hotel Phoenix	Construction	AWL	GSH/CLM	M3 – M7, S3, S4, S8, E1-E3	11/11/13	12/11/13
6084	Orchard Emerald	Construction	LCY	GSH/CLM	M3 – M7, S3, S4, S8, E1-E3	11/11/13	12/11/13
Supporting Process							
Section	**Title**		**Auditor**	**Auditee**		**Date of Audit**	**Completion Date**
S1	Document Control		DO	FTY		14/11/13	15/11/13
S2	Documentation Quality & Environmental Management System Procedure		DO	FTY		14/11/13	15/11/13
S5	Library Control		RBS	FWY		11/11/13	12/11/13
S6	Archive Control		DO	FTY		14/11/13	15/11/13
S7	Filing Control		YYF	NA		12/11/13	13/11/13

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 11 NOVEMBER 2013 (cont'd)

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
S8	Drawing Control		NHS	RBS		13/11/13	15/11/13
S9	Administration Control		YYF	NA		12/11/13	13/11/13
S10	Purchasing Control		YYF	GA		11/11/13	11/11/13
S11	Training Control		NHS	FWY		12/11/13	13/11/13
S12	Computer Control		NHS	PN/ABR		18/11/13	18/11/13
(B) Environmental System (ISO 14001)							
E5	Emergency Preparedness		KBK	LYC		12/11/13	13/11/13
E6	Monitoring & Measurement (Environmental Program, Paper Recyling, Paper Consumption, Electricity Consumption & Environmental Training)		KBK	LYC/GA		12/11/13	13/11/13
E8	Management of Wastes		KBK	LYC		12/11/13	13/11/13
(C) Quality & Environmental System							
QE1	Quality & Environmental System Audit		GSH	CCG		14/11/13	15/11/13
QE2	Feedback Reporting		GSH	FTY		13/11/13	13/11/13
QE3	Clients Feedback		GSH	FTY		13/11/13	13/11/13
QE4	Management Review		GSH	CCG		15/11/13	18/11/13