Alpha
Consulting Engineers Pte Ltd
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Our Ref: OM-QESA/035

15 November 2013

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

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 **10 and 11 December 2013**. 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.

CHOONG CHOON GUAN

cc LFY/GSH
cc Notice Board
cc ISO File

enc

/fty

BCA ISO 14000 CERT NO.: 2008/134 SS ISO 14001: 2001
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001: 2008
SAC ACCREDITED CERTIFICATION BODY Cert No: QS - 1937-02 Member of the IAF MLA for QMS

AUDIT PROGRAMME

Alpha
Consulting Engineers Pte Ltd

Time	Programme	BCA Auditor	Personnel to attend
DAY 1	**Tuesday, 10 December 2013**		
9.30 am	Opening Meeting at Head Office Briefing by the representative on the firm's operations and implementation of Management System Confirmation of audit programme Follow up on previous audit findings (if any)		CCG/YYF/ KBK/FTY
	<u>System Audit</u>		
	- Environmental Impact & Aspect - Legal & Other Relevant Requirements - Evaluation of Compliance - Policy, objectives and programmes - Communication	NKL/PP	CCG/YYF/KBK
	- Internal Audit - Customer satisfaction - Continual improvement - Management Review		YYF/FTY
	- Control of documents and records		YYF/FTY
	- Competence, training and awareness		LYC/FWY
	- Customer related processes		YYF
	- Purchasing		GA/LYC
12.30 pm	Lunch		
1.30 pm	**Project Audit (at HQ)**		
	Condo at Derbyshire Road - Evaluation of Compliance - Environmental Impact & Aspect - Legal & Other Relevant Requirements	NKL/PP	MSR/YYF
	Nursing Home at Jurong West - Design Control - Design Change - Tender Process and Evaluation - Authority Submission - Control of documents and records		CKH/NKL
5.30 pm	End of Day 1		

AUDIT PROGRAMME (cont'd)

Time	Programme	BCA Auditor	Personnel to attend
DAY 2	**Wednesday, 11 December 2013**		
9.30 am	**Site Audit**		
	Euhabitat		
	- Mechanical Services - Electrical Services	NKL/PP	KK/SS
	- Roles, responsibility, accountability and authority - Communication, participation and consultation - Control of monitoring and measuring equipment - Control of documents and records - Monitoring and measurement of processes and product - Control of Nonconforming Product		
	- Planning of product realization - Production and service provision - Environmental Impact & Aspect - Operational control - Legal and other requirements - Emergency preparedness & response - Incident investigation, nonconformity, corrective & preventive action		
11.30 am	Auditors' Discussion and Preparation of Audit Reports		
12.00 pm	Presentation of Findings & Closing Meeting		LFY/CCG/YYF
12.30 pm	End of Audit		

Note:
(a) The above programme serves only as a guide and may be adjusted where appropriate
(b) The company shall assign guide(s) to facilitate the audit.

BCA Audit Team –Ng Kam Leong (NKL)/Patrick Poh (PP)

Observer: Gloria He