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Our Ref: OM-QESA/042

16 September 2014

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 **22 September 2014**. The **"closed-out"** of the projects shall be carried out **by 7 October 2014**. 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 14001 CERT.NO: 2008/134 SS ISO 14001 : 2004
BCA ISO 9001 CERT. NO.: 324 SS ISO 9001 : 2008
SAC ACCREDITED CERTIFICATION BODY Member of the IAF MLA for QMS

Alpha
Consulting Engineers Pte Ltd

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 22 SEPTEMBER 2014

(A) ISO 9001

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
6124	The Boutiq @ Killiney Road	TOP	DO	AWL/SS/CA	M3 – M8, S3, S4, S6, S8	22/9/14	1/10/14
6185	HDB Bidadari Estate	Design	TCM	YYF/TCC/SKM	M1 – M3	23/9/14	1/10/14
6189	Select HQ	Construction	KK	CKH/LCY	M3 – M8, S3, S4 & S8	24/9/14	1/10/14
6192	Yotel	Award	CKH	LYK/NKL	M3 – M7, S3, S4, S8	29/9/14	1/10/14
6200	Botanique @ Bartley	Award	AWL	YYF/TCC	M3 – M6, S3, S4, S8	26/9/14	1/10/14
6204	Woods Square	Design	RBS	AWL/LCY	M1 – M3	29/9/14	2/10/14
Supporting Process							
Section	**Title**		**Auditor**	**Auditee**		**Date of Audit**	**Completion Date**
S1	Document Control		LCY	FTY		22/9/14	23/9/14
S2	Documentation Quality & Environmental Management System Procedure		LCY	FTY		22/9/14	23/9/14
S5	Library Control		DO	FWY		25/9/14	26/9/14
S6	Archive Control		LCY	FTY		22/9/14	23/9/14
S7	Filing Control		AWL	FTY		29/9/14	30/9/14

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT ON 22 SEPTEMBER 2014 (cont'd)

Project No	Project Title	Project Status	Auditor	Auditee	Quality System Section	Date of Audit	Completion Date
S8	Drawing Control		YYF	RBS		1/10/14	2/10/14
S9	Administration Control		AWL	FTY		29/9/14	30/9/14
S10	Purchasing Control		DO	GA		1/10/14	2/10/14
S11	Training Control		YYF	LYC		1/10/14	2/10/14
S12	Computer Control		TCM	PN		1/10/14	1/10/14
(B) Environmental System (ISO 14001)							
E5	Emergency Preparedness		YYF	LYC		1/10/14	2/10/14
E6	Monitoring & Measurement (Environmental Program, Paper Recycling, Paper Consumption, Electricity Consumption & Environmental Training)		YYF	LYC/GA		1/10/14	2/10/14
E8	Management of Wastes		YYF	LYC		1/10/14	2/10/14
(C) Quality & Environmental System							
QE1	Quality & Environmental System Audit		NHS	YYF		1/10/14	3/10/14
QE2	Feedback Reporting		NHS	FTY		1/10/14	3/10/14
QE3	Clients Feedback		NHS	FTY		1/10/14	3/10/14
QE4	Management Review		NHS	YYF		1/10/14	3/10/14