Alpha
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Our Ref: OM-QESA/048

3 February 2015

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

BCA ISO 9000 & ISO 14000 CERTIFICATION SCHEME
ROUTINE SURVEILLANCE AUDIT

Please be advised that the Routine Surveillance Audit for ISO 9001 and ISO 14001 is scheduled for **12 and 13 February 2015**. 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.: 2003/134 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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Consulting Engineers Pte Ltd

AUDIT PROGRAMME

Time	Programme	Personnel to attend	BCA Auditor
DAY 1	**Thursday, 12 February 2015**		
9.30 am	Opening Meeting at Head Office	CCG/YYF/FTY	All
	Briefing by company's representative on the companies' management systems operations and implementation	CCG	
	Confirmation of audit programme Follow up on previous audit findings (if any)	CCG/YYF	
	<u>System Audit</u> (FOR ISO 9000 & ISO 14000)		
	• Policy, Objectives and Programme	CCG/YYF	NKL/ SYY
	• Internal Audit	YYF	
	• Data Analysis	YYF	
	• Improvement	YYF	
	• Competence, Training and Awareness	LYC	
	• Responsibility, Authority and Communication	CCG/YYF/NA	
	• Customer Related Processes	FTY	GH
	• Purchasing	GA/NA	
	• Legal & Other Relevant Requirements	YYF	
	• Evaluation of Compliance	YYF	
	• Resource Management	LYC	
	• Infrastructure and Work Environment	LYC	
	• Control of Documents and Records	NA	
12.30 pm	Lunch Break		
2.00 pm	**Project Audit at HQ (Planning, Design and Tender)**		NKL/SYY/GH
	1. Woods Square	ONY/LCY/AWL	
	2. Residential Development at Prince Charles Crescent	ONY/AWL	
	• All relevant environment (ISO 14001) functions and requirements • All relevant quality (ISO 9001) functions and requirements		
5.00 pm	Day one audit adjourns		

AUDIT PROGRAMME (cont'd)

Time	Programme	Personnel to attend	BCA Auditor
DAY 2	**Friday, 13 February 2015**		
9.30 am	**Site Audit:**		
	The Springside	LCY/KBK/ LCW/GXF/CKC /HWC	NKL/SYY/GH
	• Mechanical Services • Electrical Services • All relevant environment (ISO 14001) functions and requirements • All relevant quality (ISO 9001) functions and requirements		
11.30 am	Auditor Discussion and Preparation of Audit Reports		
	Presentation of Findings & Closing Meeting	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), Gloria He (GH), Seetoh Yi Yu (SYY)