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Our Ref: OM-QSA/003

20 March 2001

MEMORANDUM

To : LCT/CCG/LFY/CCN/TWC/LKS/GSH/NA/KT/HI

From : F Y Loh

Subject : **ISO 9001 CERTIFICATION – 4TH ROUTINE SURVEILLANCE AUDIT**

Please be advised that the 4th Routine surveillance audit by BCA is scheduled for 27 & 28 March 2001.

Please find attached the programme for the audit and all personnel involved are to attend.

LOH FOOK YUEN

cc TLS/RT/LCT

LFY/hi

BCA
ISO 9000
CERT. NO.: 99/077
SS ISO 9001 : 1994

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AUDIT PROGRAMME

Time	Programme	Personnel to attend
27 March 2001	**Opening Meeting @ Head Office**	
1430 hrs	• Verify implementation of CAR for previous NC raised • Verify use of Certification Mark	LCT/CCG/LFY
1430 hrs	**Audit at head office:**	
	• Document & Data Control • Internal Quality Audit • Training • Purchasing	NA/KT/HI/GSH/CCG/ LFY
1730 hrs	Day one audit adjourns	
28 March 2001	**Audit continue:**	
0930 hrs	**Project audit at site office** *Where applicable, the following clauses will be audited on the project selected* (Redevelopment of Pei Chun Public School):	
	• Process Control • Inspection and Testing • Control of Nonconforming Product • Corrective & Preventive Action • Handling, Storage, Packaging & Delivery	CCN/CCG
1400 hrs	**Project audit at head office**	
	• Design Control (Thomson Euro-Asia Condominium project)	TWC/LKS
1600 hrs	Preparation of Audit Findings	
1700 hrs	Closing Meeting	LCT/CCG/LFY
1730 hrs	Audit End	