Alpha
Engineering Consultant
2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919
TEL: (65)6276 2228 FAX: (65)6276 9929 E-MAIL: aec@alpha.com.sg

Our Ref: OM-QSA/004

5 March 2004

MEMORANDUM

To : Members of the Staff

From : Andrew Loh

Subject : **ISO 9001:2000 - INTERNAL AUDIT**
MAIN & SUPPORTING PROCESSES

Please be advised that the internal audit for our ISO procedures will be carried out on the 10th – 12th March 2004 for the main and supporting processes as shown on the attached Appendix. For this audit, we have engaged the assistance of Mr Dennis Soh of Team Consultants, our ISO Consultant, to audit the main processes and some of the supporting processes; the remaining supporting processes will be carried out by our in-house auditors.

As part of the training of our auditors, we have arranged for some of the auditors to assist Mr Dennis Soh in the audit.

The management would also like to take this opportunity to remind all PM and APM to ensure all projects under their charge to comply with ISO procedures, irregardless of whether they have been selected for this Internal Audit.

Thank you for your co-operation.

ANDREW LOH

cc TLS/RT
cc ISO File
cc Audit Manager
cc Quality Manager
cc Team Consultants – Mr Dennis Soh

enc

LFY/hi

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

APPENDIX - INTERNAL AUDIT PROGRAMME

Date	Time	Process	Project	Auditor	Auditee
10/3	AM	M1-M6, S1, S3 & S8	1363 – Regent Motors	DS/CLM	LFY/HCH
		S5	-	LSF	KT
		S6	-	LSF	HI
		S7	-	LSF	NA/HI
	PM	M1 – M7	1371 – Seagate RMO Woodlands 2	DS/CLM	CCG/GSH
		S8	-	LSF	NHS/ARR
		S9	-	LSF	NA/HI
		S10	-	LSF	RT/SL/PN
11/3	AM	M1 – M6, S1, S3, S4 & S8	1347 – Amaninda Condominium	DS/LFY	AO/SC
	PM	M6, M7, M8, S1 & S3	1272 – Springside Phase 6A, 7A, Part 7B	DS/LFY	LTC/SKY
		S11	-	GSH	SL/KT
		S12	-	GSH	PN
12/3	AM	S2, S3, Q2, Q3 & Q4	-	DS/YYF	CCG
		Q1	-	DS/YYF	LFY
	PM	Closing Meeting (DS and Auditors)			

* DS – Dennis Soh