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Our Ref: OM-QSA/006

13 April 2000

MEMORANDUM

To : LCT/CCG/LFY/PT/LWC/NA/HI/PN

From : F Y Loh

Subject : **ISO 9001 CERTIFICATION – 2ND ROUTINE SURVEILLANCE AUDIT**

Please be advised that the 2nd Routine surveillance audit by BCA is scheduled for 19th and 20th April 2000.

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

Alpha Engineering Consultant

AUDIT PROGRAMME

Time	Programme	Personnel to attend
19 April 2000	**Opening Meeting @ Head Office**	
0930 hrs	• Verify implementation of previous NC raised • Verify use of Certification Mark	LCT/CCG/LFY
1000 hrs	**Audit commences:**	
	Woodsvale Executive Condominium:	PT/LWC/CCG/LFY
	• Design Control • Process Control • Inspection and Testing • Control of Non-Conforming Product • Corrective & Preventive Action • Corrective of Customer-Supplier Product • Product Identification & Traceability	
1700 hrs	Day one audit adjourns	
20 April 2000	**Audit continue:**	
0930 hrs	• Purchasing • Document & Data Control	NA/PN/HI/CCG/LFY
1030 hrs	Preparation of Audit Report	
1100 hrs	Closing Meeting	LCT/CCG/LFY
1200 hrs	Audit End	