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Our Ref: OM-QSA/006

23 March 2004

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

BCA ISO 9000 CERTIFICATION SCHEME
FOURTH ROUTINE SURVEILLANCE AUDIT

Please be advised that the Fourth Routine Surveillance Audit is scheduled for 25 & 26 March 2004.

Please find attached the programme for the audit and all staff are reminded to avoid taking leave on these dates.

ANDREW LOH

cc TLS/RT/CCG
cc Notice Board
cc ISO File

enc

LCT/hi

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

006

Building and Construction Authority

BCA ID 344/11/98

5 Maxwell Road #16-00
Tower Block MND Complex
Singapore 069110

Telephone : 6325 7720
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22 March 2004

Mr. Andrew Loh
Alpha Engineering Consultants
2 Alexandra Road
03-03 Delta House
Singapore 159919

Technology Development Division
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Fax : 6225 9225
Email : Simon_YEE@BCA.GOV.SG
Toll-Free Line: 1800-324 4070

ALPHA
22 MAR 2004
FAX RECEIVED

VIA FAX

Dear Mr. Loh

BCA ISO 9000 CERTIFICATION SCHEME
ROUTINE SURVEILLANCE 4 (25 and 26 March 2004 Thursday and Friday)

1. Enclosed is the programme for the above audit. I would be greatly appreciative if you could ensure that the relevant personnel(s) involved in areas to be audited are present in the review. During this surveillance visit, I will interview some of your staff.

2. This review will look into your quality management system with reference to the relevant parts of the standard, SS ISO 9001:2000. I will be looking forward to meeting you and your team soon.

Yours sincerely

SIMON YEE KENG KOON
for CHIEF EXECUTIVE OFFICER
BUILDING AND CONSTRUCTION AUTHORITY

Encl

SINGAPORE QUALITY CLASS

ISO 9001

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BCA ISO 9000 CERTIFICATION

ROUTINE SURVEILLANCE 4

Day 1	25 March 2004	0930 hrs to 1730 hrs
Morning	Opening Meeting by Auditor	
	System Audit :	
	Measurement, analysis and improvement	
	Product realization (School of Chemical & Life Science at Singapore)	
	Resource management	
	Lunch	
Afternoon	Project audit: - **Hillview Regency (Site visit required)**	
	Measurement, analysis and improvement Product realization	
Day 2	26 March 2004	0930 hrs to 1230 hrs
	System Audit :	
	Quality management system	
	Use of certification mark Summary Presentation of Audit Findings Closing Meeting	