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Our Ref: OM-QSA/008

20 May 1999

MEMORANDUM

To : LWC/PT/TKL/FYC/CLM/CCG/GSH/LFY/LTC/YYF/VW/WTC/GCS/SL/PN/NA/KT /RR/EL

From : F Y Loh

Subject : **ISO 9001 – INTERNAL AUDIT – PROJECTS & PROJECT SUPPORT FUNCTIONS**

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Please be advised that the following projects have been selected for internal audit for the forthcoming surveillance audit by BCA.

PROJECTS

Project No.	Project Name	Scope of Audit – Sections	Auditee (PM/APM)	Auditor	Audit Date
1018	Hillside	C1	TKL/FYC	LWC	24/5/99
1078	Regentville	C2	LFY/LTC	YYF	24/5/99
1097	Eunos Techlink 1 & 2	B3, B4	CCG/GSH	CLM	25/5/99
1136	Paya Ubi Industrial Park	B1 – B7	GSH/CCG	LTC	26/5/99
1153	HDB Bukit Panjang N1 C13	B3 – B7	TKL/LFY	GCS	26/5/99
1163	Florida EC	C1, C2	PT/CCG	FYC	27/5/99
1177	Maybank Project	B1 – B7	LWC/PT	YYF	28/5/99
1201	St. Anne's Church	B1 – B7	VW/WTC	LTC	28/5/99

PROJECT SUPPORT FUNCTIONS

Function	Scope of Audit	Auditee	Auditor	Audit Date
Admin	A3	NA	GSH	31/5/99
Purchasing/Feedback, Reporting	A7, A9	RR	CLM	31/5/99
Library & Archive	A5, A6	EL	LFY	2/6/99
Computer – Network Administration	A10	PN	YYF	2/6/99
Quality System Procedures	A1	CCG	GCS	3/6/99
Training	A8	KT	LFY	3/6/99
Quality System Audits	D1	LFY	CCG	3/6/99

Please ensure that all the audits are "Closed-Out" by 15 June 1999. Thank you for your co-operation.

LOH FOOK YUEN

cc TLS/RT/LCT

LFY/kt