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Our Ref: OM-QSA/009

20 March 2006

MEMORANDUM

To : Members of the Staff

From : Andrew Loh

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

Please be advised that we have scheduled the Internal Audit to be carried out from **23 to 27 March 2006**. The **"closed-out"** of the projects shall be carried out **by 31 March 2006**. The allocation of auditors and the projects assigned to them are as shown on the attached Appendix.

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 Notice Board

enc

YŶF/hi

BCA
ISO 9000
CERT. NO.: 236
SS ISO 9001 : 2000

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT FOR 23 TO 27 MARCH 2006

Project No	Short Title	Status	Auditors	Auditees	* Sections of Audit	Date of Audit	Completed Date
1379	School of Life Sciences	Construction	CLM	TWC/SKY	M3-M8, S3, S4 & S8		
1391	Springside (Ph 9 to 15)	Tender	LFY	SKY/CCG	M1-M5, S3, S4 & S8		
1398	A&A to St James Power Stn	Construction	TWC	SKY	M3-M7, S3, S4 & S8	28/3/06	28/3/06
1399	Jurong West CC	Construction	SKY	SC	M3-M7, S3, S4 & S8		
1410	Condo @ Jln Ulu Sembawang	Construction	YYF	CHL/LFY	M3-M7, S3, S4 & S8		
1420	The Raintree Condo	Construction	AWL	AO	M3-M7, S3, S4 & S8		
1427	One Amber	Tender	CHL	LFY/LSF	M1-M5, S3, S4 & S8		
1428	Tresor	Construction	LSF/CHL	LFY/TWC	M3-M7, S3, S4 & S8		
1431	8-Sty Madrasah @ Lor 39 Geylang	Construction	SC	CHL/SKY	M3-M7, S3, S4 & S8		
1439	UNSW Asia Science & Engineering Bldg	Design	GSH	SKY/TWC	M1-M3 & S8		
Supporting Functions							
S1	Document Control		TWC	HI			
S2	Quality System Procedure		TWC	HI			
S5	Library Control		CKH	KT			
S6	Archive Control		CKH	HI			
S7	Filing Control		CKH	NA			
S9	Administration Control		CKH	NA			
S10	Purchasing Control		CKH	SL/PN			
S11	Training Control		CKH	SL/KT			
S12	Computer Control		CKH	PN			
Q1	Internal Audit		TWC	LFY			
Q2	Feedback Reporting		TWC	HI			
Q3	Clients Feedback		TWC	HI			
Q4	Management Review		TWC	CCG			

* Sections of Audit – Please refer to Quality System Intranet