Our Ref: OM-QSA/012

Alpha
Consulting Engineers Pte Ltd

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14 June 2007

MEMORANDUM

To : Members of Staff

From : Loh Fook Yuen

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 **18 to 22 June 2007**. The **"closed-out"** of the projects shall be completed **by 29 June 2007**. 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 PMs and APMs to ensure that all the projects under their charge comply with the ISO procedures, regardless of whether they have been selected for this Internal Audit.

Thank you for your co-operation.

LOH FOOK YUEN

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

enc

YYF/hi

BCA
ISO 9000
CERT. NO.: 324
SS ISO 9001 : 2000

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Consulting Engineers Pte Ltd

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT FROM 18 TO 22 JUNE 2007

Project No	Project Title	Status	Auditors	Auditees	* Sections of Audit	Date of Audit	Completed Date
1420	Raintree at Hindhede Road	Construction	AWL	CHL/GSH	M3-M7, S3, S4 & S8		
1427	1 Amber	Construction	CLM	LFY/LSF	M3-M7, S3, S4 & S8		
1428	The Tresor - Condo at Duchess Road	Construction	LSF	LFY/YYF	M3-M7, S3, S4 & S8		
1440	The Metropolitan Condominium	Construction	YYF	CLM/LFY	M3-M7, S3, S4 & S8		
1442	The Development of River Valley High School for IP & Hostel at Jalan Boon Lay	Tender	SKY	LFY/CLM	M1-M4, M6, S3, S4 & S8		
6029	Warehouse Building at Changi North Way for M/s Zuellig Pharma	Construction	CHL	CCG/SKY	M3-M7, S3, S4 & S8		
6044	St Thomas Suites	Design	CHL	LFY/YYF	M1-M4, M6, S3, S4 & S8		
Supporting Functions							
S1	Document Control		CKH	HI			
S2	Quality System Procedure		CKH	HI			
S5	Library Control		SKY	KT			
S6	Archive Control		CKH	HI			
S7	Filing Control		AWL	NA			
S9	Administration Control		AWL	NA			
S10	Purchasing Control		LSF	SL/PN			
S11	Training Control		LSF	SL/KT			
S12	Computer Control		SKY	PN			
Q1	Internal Audit		YYF	LFY			
Q2	Feedback Reporting		CKH	HI			
Q3	Clients Feedback		CKH	HI			
Q4	Management Review		YYF	LFY			

* Sections of Audit – Please refer to Quality System Intranet