Our Ref: OM-QSA/014

13 September 2000

Alpha
Engineering Consultant
2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919.
TEL: (65) 276 2228 FAX: (65) 276 9929 E-MAIL: aec@alpha.com.sg

MEMORANDUM

To : LWC/JL/CCN/HCH/CLM/CCG/GSH/LTC/YYF/LKS/CBY/GCS/PN/NA/KT/HI/EL

From : F Y Loh

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

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	Auditee (PM/APM)	Auditor	Audit Date
1140	Thomson Euro Asia	B3 - B7	LWC/LKS	GSH	19/9
1163	The Florida	C1, C2	JL/HCH	CLM	20/9
1197	Pei Chun Public School	B3 - B7	CCN/LWC	LFY	20/9
1221	NLB Building	B3 - B5	CCG/CCN	GCS	21/9
1241	Kim Chuan Telecommunication Complex	B3 - B7	CLM/GSH	YYF	21/9

PROJECT SUPPORT FUNCTIONS

Function	Scope of Audit	Auditee	Auditor	Audit Date
Admin	A3	NA	YYF	19/9
Purchasing/Feedback, Reporting	A7, A9	HI	LTC	19/9
Library & Archive	A5, A6	EL	LFY	19/9
Computer - Network Administration	A10	PN	GSH	22/9
Quality System Procedures	A1	CCG	GCS	22/9
Training	A8	KT	LFY	21/9
Quality System Audits	D1	LFY	CCG	23/9

Please ensure that all the audits are "Closed-Out" by 6 October 2000.

Thank you for your co-operation.

cc TLS/RT/LCT

LFY/hi

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

HI

From: HI
Sent: Wednesday, September 13, 2000 10:09 AM
To: LWC; JL; CCN; HCH; CLM; CCG; GSH; LTC; YYF; LKS; CBY; GCS; PN; NA; KT; EL
Cc: TLS; RT; LCT
Subject: ISO 9001-INTERNAL AUDIT-PROJECTS & PROJECT SUPPORT FUNCTIONS



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