HI

From: HI
Sent: Friday, February 21, 2003 3:27 PM
To: FAB
Subject: FW: SCHEDULE OF INTERNAL AUDIT FOR SELECTED PROJECTS & PROJECT SUPPORT FUNCTIONS

Our Ref: OM-QSA/014

19 February 2003

MEMORANDUM

To: Members of the Staff

From: Loh Fook Yuen

ISO 9001 - INTERNAL AUDIT - PROJECTS & PROJECT SUPPORT FUNCTIONS

Please find attached copy of the schedule of next internal audit.

Please ensure that all the audits are **conducted and "Closed-Out" by 4 and 11 March 2003 respectively.**



OM-QSA-014
(190203).doc

Regards
(Sent on behalf of Loh Fook Yuen)

Our Ref: OM-QSA/014

19 February 2003

MEMORANDUM

To : CCG/CLM/CHL/DY/GSH/HCH/LTC/LSF/TWC/SC/SKY/VJ/YYF/EL/HI/KLT/KT/NA

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
1259	Pei Hwa Presbyterian Primary School	B1 – B6	TWC/GSH	LFY
1271	Hillview Regency	C1	LFY/TWC	DY
1277	Mosque @ Canberra Road	B1 – B7	CLM/DY	VJ
1302	PowerGrid 400kV Substation @ Paya Lebar	C1	SKY/CCG	YYF
1303	Proposed Commercial & Service Apartment @ Bencoolen Street	C1	CHL/LFY	HCH

PROJECT SUPPORT FUNCTIONS

Function	Scope of Audit	Auditee	Auditor
Admin	A3	NA	SKY
Purchasing/Feedback Reporting	A7, A9	HI	SC
Library & Archive	A5, A6	EL	LSF
Computer - Network Administration	A10	KLT/GSH	LTC
Quality System Procedures	A1	CCG	LFY
Training	A8	KT	GSH
Quality System Audits	D1	LFY	CCG

All auditors and their respective auditees are to arrange the date for the audit and please advise me accordingly by 21 February 2003.

Please ensure that all the audits are **conducted and "Closed-Out" by 4 and 11 March 2003 respectively.**

Thank you for your co-operation.

cc TLS/RT/LCT

LFY/hi