Alpha
Engineering Consultant
2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919
TEL: (65)6276 2228 FAX: (65)6276 9929 E-MAIL: aec@alpha.com.sg

Our Ref: OM-QSA/014

22 May 2006

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

BCA ISO 9000 CERTIFICATION SCHEME
2ND ROUTINE SURVEILLANCE AUDIT SCHEDULE

Please be advised that the 2nd Routine Surveillance Audit is scheduled for 25 and 26 May 2006. All staff are reminded to avoid taking leave on these dates.

The management would also like to take this opportunity to remind all PMs and APMs to ensure all projects under their charge to comply with ISO procedures.

ANDREW LOH

cc TLS/RT/CCG/LFY
cc Notice Board
cc ISO File

enc

/hi

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