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/019

26 August 2004

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

BCA ISO 9000 CERTIFICATION SCHEME
FIFTH ROUTINE SURVEILLANCE AUDIT

Please be advised that the Fifth Routine Surveillance Audit is scheduled for 2 and 3 September 2004.

Please find attached the programme for the audit and all staff are reminded to avoid taking leave on these dates.

ANDREW LOH

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

enc

LCT/hi

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

Building and Construction Authority

5 Maxwell Road #16-00
Tower Block MND Complex
Singapore 069110

Telephone : 6325 7720
Facsimile : 6325 4800
Email : bca_enquiry@bca.gov.sg
Web Site : http://www.bca.gov.sg

BCA ISO 9000 CERTIFICATION SCHEME

5th Routine Surveillance Visit audit programme for Alpha Engineering Consultant

Day 1 2 September 2004 0930 hrs to 1730 hrs

Morning Opening Meeting by Auditor at Company Head quarter

Project audit: - Jurong West Community Building - Design (Morning)

Baywater – Construction (Afternoon)

Measurement, analysis and improvement

Product realization

Day 2 3 September 2004 1330 to 1730 hrs

System Audit :

Quality management system

Management Responsibility

Resource management

Use of certification mark

Summary

Presentation of Audit Findings

Closing Meeting

SINGAPORE QUALITY CLASS

ISO 9001