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COMPANY REGISTRATION NO. 199407965N

Our Ref: OM-QSA/023

13 September 2006

MEMORANDUM

To : Members of the 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 September 2006**. The **"closed-out"** of the projects shall be carried out **by 29 September 2006**. 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 all projects under their charge to comply with 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

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

Alpha
Consulting Engineers Pte Ltd

APPENDIX - INTERNAL AUDIT PROGRAMME
SCHEDULE OF INTERNAL AUDIT FROM 18 TO 22 SEPTEMBER 2006

Project No	Project Title	Status	Auditors	Auditees	* Sections of Audit	Date of Audit	Completed Date
1391	The Springside Phases 9 to 15	Construction	YYF	SKY/CCG	M3-M7, S3, S4 & S8		
1410	Sensoria Condo at Ulu Sembawang	Construction	YYF	CHL/LFY	M3-M7, S3, S4 & S8		
1420	Raintree at Hindhede Road	Construction	AWL	CHL/AO	M3-M7, S3, S4 & S8		
1427	1 Amber	Construction	SKY	LFY/LSF	M3-M7, S3, S4 & S8		
1428	The Tresor - Condo at Duchess Road	Construction	LSF	LFY/YYF	M3-M7, S3, S4 & S8		
1431	Proposed 8 Storey Madrasah Institution at Lor 39 Geylang	TOP	SC	CHL/JB	M8 & S3		
1438	New 2-storey Factory E for M/s SMC Manufacturing (S) Pte Ltd	Construction	CLM	CCG/SKY	M5-M7, S3, S4 & S8		
1439	Science & Engineering Building for UNSW Asia	Design	GSH	SKY/TWC/TCM	M1-M3 & S8		
1440	Condominium Development at Alexandra Road/Tiong Bahru Road	Design	YYF	CLM/LFY	M1-M4, M6, S3, S4 & S8		
6013	Additional Infrastructure for 7th & 8th Storey (Implementation) at Kim Chuan	Tender	ST	GSH/CLM	M1-M6, S3, S4 & S8		
Supporting Functions							
S1	Document Control		LFY	HI			
S2	Quality System Procedure		LFY	HI			
S5	Library Control		TWC	KT			
S6	Archive Control		TWC	HI			
S7	Filing Control		TWC	NA			
S9	Administration Control		TWC	NA			
S10	Purchasing Control		TWC	SL/PN			
S11	Training Control		LFY	SL/KT			
S12	Computer Control		LFY	PN			
Q1	Internal Audit		TWC	LFY			
Q2	Feedback Reporting		LFY	HI			
Q3	Clients Feedback		LFY	HI			
Q4	Management Review		TWC	LFY			

* Sections of Audit – Please refer to Quality System Intranet