Our Ref: OM-QSA/029

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12 March 2003

MEMORANDUM

To : CCG/LFY/GSH/FC/DY/SC/HI/EL/CLM

From : Andrew Loh

Subject : **ISO 9000 CERTIFICATION – SECOND ROUTINE SURVEILLANCE AUDIT**

Please be advised that the Second Routine Surveillance Audit by BCA is scheduled for 20 & 21 March 2003.

Please find attached the programme for the audit and all personnel involved are to attend.

ANDREW LOH

cc TLS/RT
cc Memo file

enc

CCG/hi

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

BCA ISO 9000 CERTIFICATION – SECOND ROUTINE SURVEILLANCE AUDIT

LIVE AUDIT PROGRAMME

Time	Programme	AEC Staff	Assessed By
Day 1	**20 March 2003 (Thursday) at 0930 hrs to 1730 hrs**		
0930 hrs	• Opening meeting by auditor • Briefing of company's operations and QA system by Management Representative	LCT/CCG/LFY	SY
0945 hrs	**Project Audit** 1) Goldenhill Villas (Construction) 2) Mosque @ Canberra Road • Design Control • Process Control • Inspection and Testing • Control of Nonconforming Product • Corrective and Preventive Action	 GSH/FC CLM/DY/SC	 SY SY
1230 hrs	Break for lunch		
1330 hrs	Continue project audits (*Site visit if necessary)*	GSH/FC/CLM/DY/ SC	SY
1730 hrs	Day One audit adjourns		
Day 2	**21 March (Friday) at 0930 hrs to 1230 hrs**		
0930 hrs	**Audit commences at head office** **System Review** • Quality System • Contract Review • Document and Data Control • Control of Quality Records • Outstanding issues for the audit • Closing meeting	 LCT/CCG LCT HI/EL CCG/HI LCT/CCG/LFY LCT/CCG/LFY	 SY
1230 hrs	Audit end		

BCA Auditor: Mr Simon Yee Keng Koon (SY)