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/033

16 November 2005

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

BCA ISO 9000 CERTIFICATION SCHEME
1ST ROUTINE SURVEILLANCE AUDIT SCHEDULE

Please be advised that the 1st Routine Surveillance Audit is scheduled for 24 and 25 November 2005 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

/hi

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

BCA ISO 9000 CERTIFICATION SCHEME
ALPHA ENGINEERING CONSULTANT
1st ROUTINE SURVEILLANCE AUDIT ON 24-25 NOV 2005
AUDIT PROGRAMME

TIME	ACTIVITY
	DAY 1 – 24 NOV 05 (THU)
0930 hrs	Opening Meeting **Head Office Audit:** ▪ Management Responsibility ▪ Quality Management System ▪ Resource Management ▪ Measurement, Analysis and Improvement
1730 hrs	Day one audit adjourns
	DAY 2 – 25 NOV 05 (FRI)
0930 hrs	**Project Audit** – The Botanic on Lloyd (Design and Construction) *Project audits will cover relevant clauses under Product Realisation and Measurement, Analysis and Improvement*
1600 hrs	Closing Meeting
1700 hrs	End of Audit

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