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Our Ref: OM-QSA/034

25 November 2005

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

BCA ISO 9000 CERTIFICATION SCHEME
1ST ROUTINE SURVEILLANCE AUDIT FINDINGS

The BCA ISO 9000 Certification (1st Routine Surveillance Audit) has been successfully completed without any minor/major non-compliance. The findings from the audit are as follows:

(i) DOCUMENTATION REQUIREMENTS

(a) The Training Evaluation Record forms were not disseminated to all staff who had attended a seminar/training.

(b) There was no record of training plan for Year 2005.

The Firm has been advised to observe the Training Control in the Quality Management System Procedure accordingly.

(ii) IMPROVEMENTS

The Quality Management System is well maintained. The Internal Audit and Management Review Meeting were conducted accordingly. The Internal Audit, in particular, was well planned and implemented in which a total of 8 Non-Compliances were raised.

The management would like to thank all staff who have contributed their time and effort to make this audit successful.

ANDREW LOH

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

LFY/hi

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