HI

From: HI
Sent: Friday, August 23, 2002 3:51 PM
To: LFY; GSH; JH; KT
Cc: TLS; RT; LCT; CCG
Subject: BCA ISO 9000 Certification - 1st Routine Surveillance Audit

Our Ref: OM-QSA/042

MEMORANDUM

Please be advised that the 1st Routine Surveillance Audit by BCA is scheduled for 28 & 29 August 2002.

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



live audit programme.doc

Regards
(Sent on behalf of Choong Choon Guan)

BCA ISO 9000 CERTIFICATION – FIRST ROUTINE SURVEILLANCE AUDIT

LIVE AUDIT PROGRAMME

Time	Programme	AEC Staff	Assessed By
Day 1	**28 August 2002 (Wednesday) at 0930 hrs to 1730 hrs**		
0930 hrs	• Opening meeting by auditor • Briefing of company's operations and QA system by Management Representative	TLS/CCG/ LFY	SY
0945 hrs	**Project Audit** The Edge on Cairnhill (Testing & Commissioning) • Design Control • Inspection and Testing • Inspection and Test Status • Product Identification & Traceability • Handling, Storage, Packing, Preservation and Delivery	CCG/GSH/JH	SY
1230 hrs	Break for lunch		
1330 hrs	Continue project audits (*Site visit if necessary)*	CCG/GSH/JH	SY
1730 hrs	Day One audit adjourns		
Day 2	**29 August 2002 (Thursday) at 0930 hrs to 1230 hrs**		
0930 hrs	**Audit commences at head office** **System Review** • Management Responsibility • Internal Quality Audit • Training • Outstanding issues for the audit • Closing meeting	TLS/CCG LFY/HI LFY/KT CCG/LFY/HI TLS/CCG/ LFY	SY
1230 hrs	Audit end		

BCA Auditor: Mr Simon Yee Keng Koon (SY)