Our ref: OM-QSA/048

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7 July 1997

MEMORANDUM

To : All Staff Members

From : Andrew Loh

Subject : Quality Management System
Internal Audit

Please be informed that an Internal Audit has been scheduled between 28 July 1997 to 13 August 1997.

Details for the Internal Audit are as per Appendix `A'.

Project Managers are requested to liaise with the auditor(s) for the time and venue of the Internal Audit.

Your prompt attention to the above would be greatly appreciated.

ANDREW LOH

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APPENDIX `A' - DETAILS FOR INTERNAL AUDIT

DATE OF AUDIT	AUDITOR(S)	PROJECT MANAGER	PROJECT TITLE	SECTION OF QSP TO BE AUDITED	REMARKS
28 July 1997	LWC/LTC	TYC	Ind. Building @ Pandan Crescent	Documentation of Project Quality Plan Preparation of Consultancy Offer Project Commissioning and Service Agreement Design Control Design Change Control	
29 July 1997	TKL/LFY	LWC	Cairnhill Condominium	Documentation of Project Quality Plan Preparation of Consultancy Offer Project Commissioning and Service Agreement Design Control Design Change Control	
30 July 1997	CLM/LTC	TKL	Regent Heights	Documentation of Project Quality Plan Process Control Document Control Drawing Control Specification Control Tender Process and Evaluation Control	
31 July 1997	CCG/LFY	CLM	Kaki Bukit Ind. Park Plot D	Documentation of Project Quality Plan Process Control Document Control Drawing Control Specification Control Tender Process and Evaluation Control	
1 Aug 1997	LKS/LTC	CCG	Faber Heights	Documentation of Project Quality Plan Design Change Control Drawing Control Specification Control Tender Process and Evaluation Control	

APPENDIX `A' - DETAILS FOR INTERNAL AUDIT

DATE OF AUDIT	AUDITOR(S)	PROJECT MANAGER	PROJECT TITLE	SECTION OF QSP TO BE AUDITED	REMARKS
4 Aug 1997	FYC/LTC	LKS	Chantilly Rise	Documentation of Project Quality Plan Process Control Document Control Drawing Control Specification Control Tender Process and Evaluation Control	
5 Aug 1997	CGS/LFY	CHL	Dev. @ Middle Road/Bencoolen	Documentation of Project Quality Plan Design Change Control Drawing Control Specification Control Tender Process and Evaluation Control	
6 Aug 1997	YYF/LTC	FYC	West Mall	Documentation of Project Quality Plan Process Control Document Control Drawing Control Specification Control Tender Process and Evaluation Control Construction Process Control Testing and Commissioning	
7 Aug 1997	TYC/LTC	GSH	Kaki Bukit Ind. Pk Plot A	Documentation of Project Quality Plan Process Control Document Control Drawing Control Specification Control	

APPENDIX 'A' - DETAILS FOR INTERNAL AUDIT

DATE OF AUDIT	AUDITOR(S)	PROJECT MANAGER	PROJECT TITLE	SECTION OF QSP TO BE AUDITED	REMARKS
8 Aug 1997	GSH/LTC	LFY	Tampiness Plaza I	Documentation of Project Quality Plan Process Control Document Control Drawing Control Specification Control Tender Process and Evaluation Control Construction Process Control Testing and Commissioning	
11 Aug 1997	CHL/LFY	LTC	Regent Ville	Documentation of Project Quality Plan Process Control Document Control Drawing Control Specification Control Tender Process and Evaluation Control Construction Process Control Testing and Commissioning	
DETAILS FOR INTERNAL AUDIT (NON-PROJECT)					
12 Aug 1997	LFY/LTC	Admin.	-	Library Control Archives Control Purchasing Control Training Control	
13 Aug 1997	LTC/LFY	CCG/MF	Quality Management System	Quality Manual Documentation of Quality System Procedures Feedback Reporting Control Quality System Audit	