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/082

18 August 2003

MEMORANDUM

To: ISO Steering Committee Members (VJ, TWC, HCH, NA)

From: Loh Fook Yuen

INTERNAL AUDIT QUESTIONNAIRE

Thank you for your contributions in updating the various sections of the QMSP.

As you are well aware, there is a standard set of questionnaires for our Internal Audit and to bring these questionnaires in-line with the revamped QMSP, I would once again like to request your assistance in updating them.

Please note that you need only to draw-up new questions for the new additions and or amendments of the following sections:

Section	Title	In-charge
M5	Tender Process and Evaluation	VJ
M6	Authority Submission	HCH
M7	Construction Process Control	TWC
M8	Testing and Commissioning	TWC
S4	Specification Control	VJ
S6	Archive Control	NA
S11	Training Control	LFY
Q4	Management Review	LFY

I would appreciate it, if the required updating can be completed by Wednesday, 20 August 2003.

LOH FOOK YUEN

cc TLS/RT/LCT
cc ISO File

LFY/hi

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