Our Ref: OM-QSA/085

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21 August 2003

MEMORANDUM

To : CCG / CLM / EL / FAB / GSH / HCH / HI / KT / LSF / LTC / NA / NHS / PN / RO / SKY / SL / TWC / VJ / YYF

From : Andrew Loh

Subject : **ISO 9001:2000 - INTERNAL AUDIT - PROJECTS & PROJECT SUPPORT FUNCTIONS**

Please be advised that the following projects have been selected for internal audit for the forthcoming surveillance audit by BCA.

MAIN PROCESS

Project No.	Project Name	Scope of Audit	Auditee(PM/APM)	Auditor
1277	Mosque @ Canberra Road	M1, M7	CLM/GSH	TWC/SKY
1302	PowerGrid 400kV Substation @ Paya Lebar	M1, M3 – M6	SKY/CCG	GSH/YYF
1355	Scenic Heights @ Balestier Road	M1, M6	CLM/GSH	HCH/LTC

SUPPORTING PROCESS

Function	Scope of Audit	Auditee	Auditor
Document Control	S1	HI/EL	VJ/CLM
Documentation of QMS Procedure	S2	CCG/HI	VJ/CLM
Specification Control	S4	CLM/GSH/SKY/CCG	VJ/CLM
Library Control	S5	EL	LSF/RO
Archive Control	S6	EL	
Filing Control	S7	EL/FAB/HI/KT/NA	
Drawing Control	S8	NHS	
Administration Control	S9	EL/FAB/HI/KT/NA	TWC/SKY
Purchasing Control	S10	HI/PN	
Training Control	S11	KT/SL	HCH/LTC
Computer Control	S12	GSH/PN	

BCA ISO 9000
CERT. NO.: 99/877
SS ISO 9001 : 1994

QUALITY SYSTEM AUDIT

Function	Scope of Audit	Auditee	Auditor
Quality System Management System Audit	Q1	LFY	HCH/LTC
Feedback Reporting	Q2	HI	GSH/YYF
Management Review	Q4	CCG	TWC/SKY

All auditors and their respective auditees are to arrange the date for the audit and please advise me accordingly by 25 August 2003.

Please ensure that all the audits are **conducted and "Closed-Out" by 29 August 2003.**

Thank you for your co-operation.

ANDREW LOH

cc TLS/RT/LCT
cc ISO File
cc Audit Manager

LFY/hi