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Our Ref: OM-QSA/094

24 September 2003

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

BCA ISO 9000 CERTIFICATION SCHEME
CONVERSION AUDIT CUM THIRD ROUTINE SURVEILLANCE VISIT

Please be advised that the Third Routine Surveillance Audit is scheduled for 29 & 30 September 2003.

Please find attached the programme for the audit and all staff are reminded to avoid taking leave on these dates.

Andrew Loh

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

enc

LCT/hi

BCA
ISO 9000
CERT. NO.: 99/0727
SS ISO 9001 : 1994

Building and Construction Authority

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BCA ISO 9000 CERTIFICATION SCHEME
CONVERSION AUDIT CUM THIRD ROUTINE SURVEILLANCE VISIT

Day 1	**29 September**	**0930 hrs to 1730 hrs**
Morning	Opening Meeting by Auditors Brief description of Company's operations and QA system by MR Brief on ISO 9001:2000 implementation status on: -	
	• Objective and targets at relevant functions and levels • Customer focus and customer satisfaction • Analysis of data • Continual improvement	
	<u>System Audit :</u>	
	Management responsibility	[SY] - SIMON YEE
	Measurement, analysis and improvement	[SY]
	Product realization	[WNC] - WONG NGIAN CHUNG
	Resource management	[WNC]
	Lunch	
Afternoon	<u>Project audit</u>: - Goldenhill Villas	
	Measurement, analysis and improvement	[SY]
	Product realization	[WNC]
Day 2	**30 September**	**0930 hrs to 1230 hrs**
	<u>System Audit :</u>	
	Quality management system	[SY & WNC]
	Use of certification mark Auditors' discussion Presentation of Audit Findings Closing Meeting	

SINGAPORE QUALITY CLASS

ISO 9001