Alpha
Consulting Engineers Pte Ltd
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Our Ref: OM-QEM/050

30 April 2015

MEMORANDUM

To: Members of Staff

From: Choong Choon Guan

REVISED QUALITY & ENVIRONMENTAL MANUAL (QEM)

Please note that the following in the QEM Manual has been updated and posted on the Intranet.

Section 3.0	-	Organisation Profile
(Clause 3.2)	-	Company Structure

Details of the changes are in the attached revision schedule.

CHOONG CHOON GUAN

cc LFY/TLS/GSH
cc ISO File

enc

YYF/fty

BCA ISO 14000 CERT NO.: 2008/134 SS ISO 14001: 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001: 2008
SAC ACCREDITED CERTIFICATION BODY Cert No: QS - 1997-02 Member of the IAF MLA for QMS

MASTER DOCUMENT STATUS LIST

		DATE OF REVISION									
DESCRIPTION	Day	16	09	12	12	30					
	Month	08	02	03	03	04					
	Year	10	12	13	13	15					
		Revision Status									
Quality & Environmental Manual (Sections 3.0)		0	0	2	1	***1***					

3.2 Company Structure

The day-to-day running of the Company which include administration and human resource, technical (mechanical and electrical), quality assurance, environmental management and finance within the Company is the responsibility of the Management comprising of the Managing Director and ***three*** Directors. Each of the Director is assigned with Secretary to help manage their daily responsibilities.

All work assignments are organised as projects for which a project team is nominated, headed by a Project Director and a Project Manager. The project team normally comprises both mechanical and electrical disciplines. Staff member may be allocated to more than one project and more than one function within a project.

3.3 Scope of the Quality & Environmental Management Systems

The Scope of the Quality & Environmental Management Systems for the Alpha Consulting Engineers Pte Ltd is as follows:

MECHANICAL & ELECTRICAL ENGINEERING CONSULTANCY SERVICES

Scope of Services

The Company provides mechanical and electrical engineering consultancy services in the following fields:

* Planning and scheme design.
* Design development & drafting.
* Tender evaluation.
* Contract documentation.
* Contract administration & construction supervision.
* Project and construction management.
* Cost estimate, appraisal & control.
* Inspection & testing.

Our typical outsourced processes may include but not limited to the sourcing of M&E specialist consultants who may be formally appointed by the client but whose scope of service will be co-ordinated by us in a project. The type and extent of control over these outsourced processes will depend on the contractual terms of their service appointment and generally will follow our existing procurement procedure, Purchasing Control (S10), where applicable.