



GETTING READY FOR INTERNAL AUDIT (Part 1)

OUM Seminar Series : 3 March 2011 : Theatrette, OUM

Introduction

OBJECTIVES:

- To brief on OUM Internal Audit Procedures
- To brief on audit schedule for faculty/
CGS/SONAHS
- To brief on what, how and why auditing – Pn
Ruzita

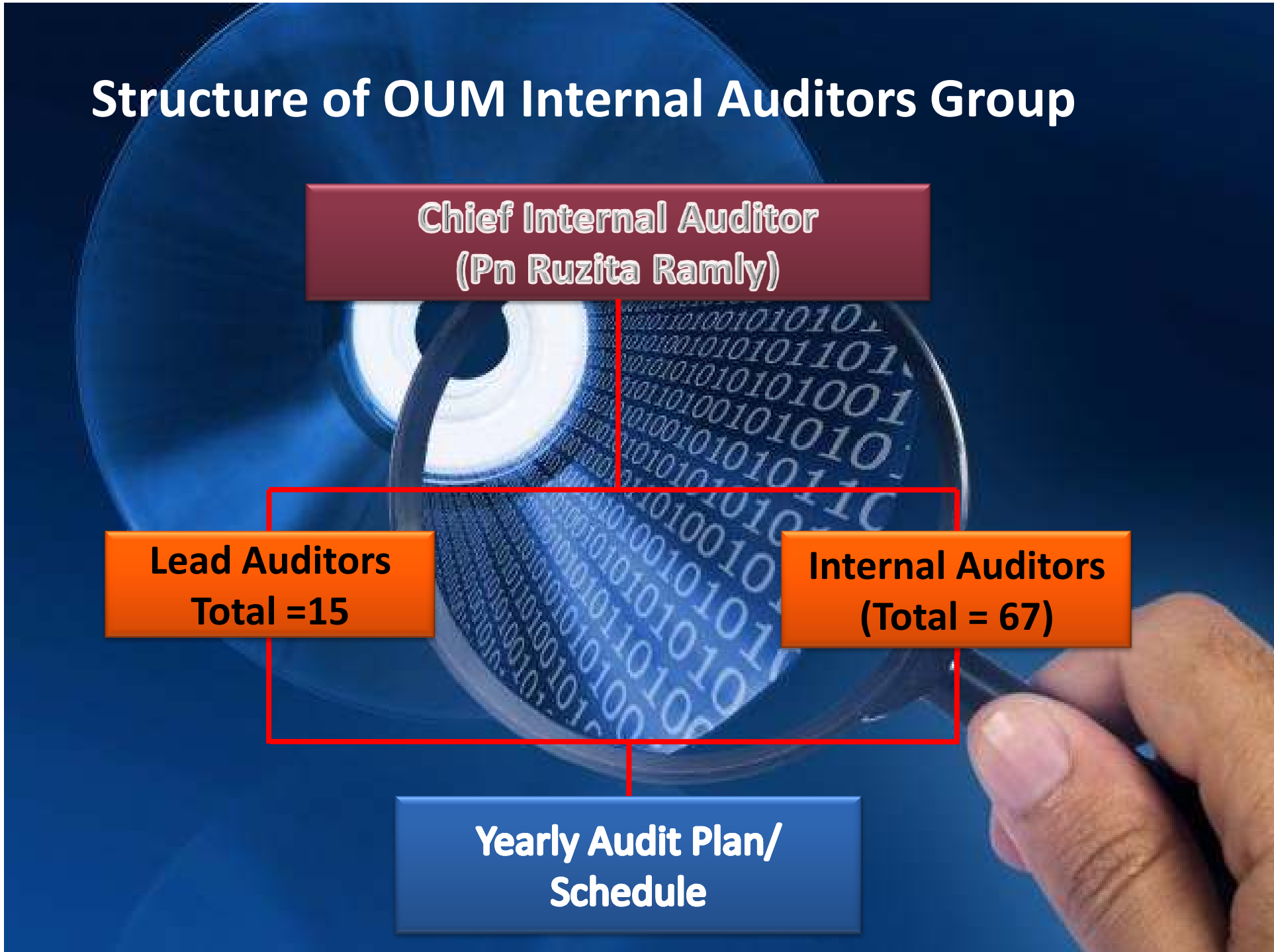
Structure of OUM Internal Auditors Group

**Chief Internal Auditor
(Pn Ruzita Ramly)**

**Lead Auditors
Total =15**

**Internal Auditors
(Total = 67)**

**Yearly Audit Plan/
Schedule**



Pengurusan Audit Dalaman Kualiti

- Code = MGT-822-01
- <http://iqri.oum.edu.my/>
- Objective of the procedure:
 - to ensure systematic approach is used during the conduct of internal audit on the Quality Management System (QMS)

Scope of the procedure

- Covers all activities related to QMS ISO 9001:2008.
- Involve all OUM staff who responsible for planning, development, application and maintenance of QMS at OUM.
- This procedure to fulfill clause 8.2.2 of MS ISO 9001:2008 requirements.

Who behind the audit activity?

- **Auditee** – Head of department, process owner, staff at faculty, centre, department, section or unit at OUM to be audited.
- **Internal Auditor** – staff who has been appointed by the President/Vice Chancellor and responsible to conduct and audit.
- **Chief Internal Auditor (CIA)** – staff who has been appointed by the President/Vice Chancellor and responsible to lead OUM group of internal auditors.
- Quality Research and Innovation Committee (**QRIC**) – report the audit findings

How audit is initiated?

Audit can be held by:

- Top management directive – due to some issues/problems or complaints
- Request from the department or process owner – volunteer for continuous improvement



OUM INTERNAL AUDIT PROCESS



Audit Notice

- Notice
 - at least 14 days prior to the audit exercise
 - first announcement - end of Nov 2010
 - 2nd notice to all deans/head – 28 Feb 2011
- Audit Schedule / Plan
 - Proposed schedule
 - List of Auditors
 - List of SOP (scope of audit)
 - List of Auditee

Actual Audit

- Opening Meeting
 - audit schedule including date/time, auditee, auditor and location

 - audit scope

Actual Audit

- Audit Investigation
 - Issue Non-Conformity or
 - Observation (for improvement)
 - Report writing

Actual Audit

- Closing/Exit Meeting
 - Internal Corrective Action Request (ICAR) for any non-conformance
 - list of observation



AUDIT PLAN AND SCHEDULE



Schedule

Date	Faculty/ Centre	Meeting		Auditors
		Opening	Closing	
7 - 9 Mar (or 11 Mar)	FBM	Date: 7 Mar Time: 9.00 am Venue: Bilik Persidangan	Date: 9 Mar Time: 4.30 pm Venue: Bilik Persidangan	<ol style="list-style-type: none"> 1. Pn Hajjah Kamariah Mohd Noor (Leader) 2. AP Ir Dr Kanesan Muthusamy 3. Pn Harvinder Kaur
8 – 9 Mar	FITMC	Date: 8 Mar Time: 9.00 am Venue: Bilik Persidangan	Date: 9 Mar Time: 3.00 pm Venue: Theatrette	<ol style="list-style-type: none"> 1. Pn Ruzita Ramly (Leader) 2. Prof Dr Ghazali Muhayidin 3. Dr Tina Lim
7 - 10 Mar (tentative)	FST (actual date to be confirmed)	Date: ?? Mar Time: 9.00 am Venue: ??	Date: ?? Mar Time: 4.30 pm Venue: ???	<ol style="list-style-type: none"> 1. Pn Noorma Sidek (Leader) 2. AP Loo Sin Chun 3. AP Mohd Ramli Buyong Kahar

Schedule (cont....)

Proposed date	Faculty/Centre	Auditors
28 Mar – 1 Apr	SONAHS	<ol style="list-style-type: none">1. AP Ir Dr Kanesan Muthusamy2. Pn Noorma Sidek3. Prof Dr Ghazali Mohayidin
	FASS (29 – 31 Mar)	<ol style="list-style-type: none">1. Prof Dr Shaari Abd Hamid2. Dr Thirumeni Subramaniam3. Pn Ruzita Ramly
	CGS	<ol style="list-style-type: none">1. Pn Hajjah Kamariah Mohd Noor2. AP Mohd Ramli Buyong Kahar3. Pn Harvinder Kaur
4 – 8 Apr	FEL	<ol style="list-style-type: none">1. Prof Dr Shaari Abd Hamid2. Pn Hajjah Kamariah Mohd Noor3. AP Loo Sin Chun4. Datin Halimatolhanin

Audit Programme (cont....)

SOPs and COPIA:

- 12 Faculty SOPs
- COPIA 2, 3 and 7



Thank you!