

ORIGINAL



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

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PRODUCT TRAINING

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Date :	04/2017	Date :	04/2017

1. OBJECTIVE

The purpose of this procedure is to describe the management of product training conducted by the department of ITD.

2. SCOPE

The procedure covers the steps to be taken when preparing for product training.

3. REFERENCE

Nil

4. DEFINITION / ABBREVIATION

- | | | |
|-----|-------|--|
| 4.1 | HOU | : Head of Unit |
| 4.2 | ISO | : Information System Officer |
| 4.3 | AISO | : Assistant Information System Officer |
| 4.4 | ITD | : Information Technology Division |
| 4.5 | Admin | : Administration & Finance Department |
| 4.6 | AD | : Assistant Director |
| 4.7 | AA | : Administrative Assistant |

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	Please refer attached flowchart.

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6. QUALITY RECORD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	Request of letters/Memo	ITD Filing Cabinet	3 years	ISO & Admin
2.	Attendance List/ Questionnaires/Training Checklist	ITD Filing Cabinet	3 years	ISO & Admin

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