

SIRIM SURVEILLANCE AUDIT REPORT 2019

NO.	TYPE	AUDITOR	KCDIO	CLAUSE	FINDINGS	OBJECTIVE EVIDENCE (if applicable)										
1	NCR (Minor)	Hanida Ghazali	KAHS & CENTRIS	8.5.1 Control of production and service provision	<p>1. It is was found that the weightage of the continuous assessment was not according to the weightage stated in the approved course outline:</p> <table border="1" data-bbox="1100 451 1587 1011"> <thead> <tr> <th data-bbox="1100 451 1377 548">Approved course outline</th> <th data-bbox="1377 451 1587 548">Actual implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1100 548 1377 646">1. Test & Quiz – 25%</td> <td data-bbox="1377 548 1587 646">Presentation – 20 %</td> </tr> <tr> <td data-bbox="1100 646 1377 776">2. Proposal Presentation – 20 %</td> <td data-bbox="1377 646 1587 776">Proposal Presentation – 10 %</td> </tr> <tr> <td data-bbox="1100 776 1377 873">3. Food testing – 20%</td> <td data-bbox="1377 776 1587 873">Food testing – 10%</td> </tr> <tr> <td data-bbox="1100 873 1377 1011">4. Report (Post mortem) – 20%</td> <td data-bbox="1377 873 1587 1011">Report (Post mortem) – 15%</td> </tr> </tbody> </table> <p>2. The Found items were not recorded in the log book, and there is no record for the items been auctioned or disposed (after 1 year), as required in the procedure.</p> <p>3. No monitoring to ensure that cash collections from the sale of found items, are being banked into IIUM account within 3 working days, from the day of collections; and no monitoring to ensure that official receipts are to be issued immediately at the time of transactions as proof of money received.</p>	Approved course outline	Actual implementation	1. Test & Quiz – 25%	Presentation – 20 %	2. Proposal Presentation – 20 %	Proposal Presentation – 10 %	3. Food testing – 20%	Food testing – 10%	4. Report (Post mortem) – 20%	Report (Post mortem) – 15%	<p>1. AHNS 3325 (Semester 2 2018/2019)</p> <p>2. Lost & Found Items 2018 & 2019</p> <p>3. Sale on 30th September 2019 (laporan barang-barang jam dan barang-barang yang telah dijual dalam masjid)</p>
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2	OFI	Hanida Ghazali	KCA	9.3 Management review	IIUM has conducted the management review. Sighted that a small number of KDCIO has yet to provide their relevant inputs of review to KCA.	
3	OFI	Hanida Ghazali	KCA	9.2 Internal audit	IIUM has conducted the internal audit in a good manner. Sighted that the understanding on meeting the requirements of corrections and corrective actions is still inconsistent among the auditee.	
4	OFI	Hanida Ghazali	OSEM	7.1.3 Infrastructure	Maintenance and support services for Closed Circuit Television System (CCTV) and Central Monitoring System (CMS)-Fire Alarm Panel at IIUM Kuantan Campus has yet to be addressed.	
5	OFI	Maznah Mat Isa	KON & OSEM	7.5.3.2 (a,b,c,d) Control of documented information	Kulliyah of Nursing (KON) and OSEM has yet to develop control on the documents and records that has been used in documenting activities and recording evidences as per requirement of the clause	
6	OFI	Maznah Mat Isa	KON	8.5.1 Control of production and service provision	<ol style="list-style-type: none"> 1. The Board of Nursing has stated a general statement on the requirement of performing continuous assessment for the students. However, some specific guidelines on the preparation of the assessment can be developed in ensuring the objectivity of the assessment tools being constructed. 2. Marking rubric for assignment, case studies and reflective writing has been well established, however it has not been fully utilized in the process of awarding the marks for each assessment. <p>Overall management of strong room and control of keys has yet to be established accordingly</p>	

7	OFI	Maznah Mat Isa	KON & OSEM	8.5.3 Property belonging to customers or external providers	Mechanisms of ensuring the confidentiality and privacy of student's properties such as photocopies of their identification cards has to be carried out consistently.	
8	OFI	Siti Roshaliza Ali	ISM & KIRKHS	7.1.3 Infrastructure	The control of asset management has yet to ensure the consistency of asset and inventory labelling, recording and usage of checklist for asset. (Refer Mosque, Kulliyah of Islamic Revealed Knowledge & Human Science, Office Of Post Graduate & SOCA Lab)	
9	OFI	Siti Roshaliza Ali	OCAP	10.2.1 Nonconformity and corrective action	The customers complaints have been handled accordingly, however record of the root cause and verification from authorized person on corrective action taken are not specified.	
10	OFI	Suri Yati Amran	RSD	8.5.1 Control of production and service provision	Information related to business space area could be more effectively managed/controlled to ensure that rental charges were appropriately imposed on tenants. Noted during audit, that the actual space area for one of the cafes (F&B) could not be accessed via GIS. (refer to business space rental activity)	
11	OFI	Suri Yati Amran	RSD	8.6 Release of products and services	i) Room preparation activity was carried out accordingly and defects detected were recorded. However, the evidence to support that re-inspection/verification to ensure that all defects have been rectified prior to room release could be captured more clearly. (refer to management of mahallah activity)	

					<p>ii) The inspection carried out to ensure that venue was prepared accordingly (i.e. according to order requirement) prior to release for client event could be recorded more consistently.</p> <p>(refer to venue management activity)</p>	
12	OFI	Suri Yati Amran	Development & Planning	8.5.1 Control of production and service provision	<p>The followings were observed in project implementation activity:</p> <ul style="list-style-type: none"> • The used of 'Inspection Form' as required by the procedure during weekly monitoring of project execution and joint inspection (for CPC purpose) was not always consistent. • The records (e.g. minutes of meeting) to support project kick-off meeting could more appropriately maintained • Contractors evaluation after project completion was not always carried out in a timely manner 	