

PREPARATION FOR REMOTE AUDIT

1. KCA will assign auditor for the internal audit exercise at the respective KCDIOM
2. Online platform -googlemeet/zoom
3. Quality Manager to be a Liaison officer during the audit and to ensure that all document required is in place (shared google drive)
4. The checklist is just a guide. The auditee must decide the other information/document that need to be prepared.
5. The auditor generally will be;
 - a) Listening to auditees' presentation
 - b) Checking all shared documents
 - c) Conducting interview-depend on the process/document requested
6. It is our responsibility to prepare whatever necessary for the audit but it is the auditors' rights to perform the audit in the ways he/she deems suitable and appropriate
7. Keep an open mind
8. Say what we actually do; do not embellish our explanation nor self-downgrade your programme/activities
9. All audit findings and feedback will be recorded in QIAMS only.
10. To communicate for any changes ie schedule, officer in charge etc

CHECKLIST FOR AUDIT

PREPARATION BY KCDIO

BEFORE AND DURING AUDIT		
ITEM	ACTION TAKEN(/)	DUEDATE
Create googlemeet calendar		
Invite auditor for meeting/audit		
/Quality Manager/Liaison Officer/Technical staff to assist during audit		
Internet Connection		
Opening Meeting <ul style="list-style-type: none"> - Attendance Sheet/QR Code - Chaired by Dean/Director - Audit Plan by Auditor 		
Updated KCDIO presentation		
Updated documentation (available online) <ul style="list-style-type: none"> - Strategic Planning, changes, continual improvement - Organizational Chart - Context of Organization 		

<ul style="list-style-type: none"> - Risks and Mitigation Plans - Quality Objectives/BSC with analysis - Staff training/competency - Work environment and infrastructure - Customer feedback, SFS, Tracer's Study with analysis - External services (eg part time, supplier) - Audit Findings from previous audits, MRM - Course file (T&L only) - Research Management - Student Management and Activities - Updated process flow/SOP and related documentation 		
<p>Closing Meeting</p> <ul style="list-style-type: none"> - Attendance Sheet/QR Code - Chaired by Dean/Director - Audit Finding by auditor 		
AFTER AUDIT		
<p>To key in findings and feedback of the findings in QIAMS https://qiams.iium.edu.my/index.php/welcome/homepage</p>		