

# MS ISO 9001:2015

## ANNUAL PLAN OF WORK 2022

Section / Unit		Unit Human Resource Development and Quality (HRDQ)											Remarks			
Program / Activity		Monitoring and Implementation							Program		Physical					
Project / Component Program		Quality Management														
NO.	KEY IMPLEMENTATION MILESTONE	Action by	BULAN													
			J	F	M	A	M	J	J	A	S	O	N	D		
1.	Courtesy Call to SIRIM	Taskforce / Secretariat ISO	19				3 <sup>rd</sup> Week									Physical Meeting at SIRIM, Shah Alam. Postponed.
2.	Mesyuarat Pasukan Petugas & Pasukan Teknikal MS ISO 9001:2015	Taskforce / Secretariat ISO	12		15		19		26			18				
3.	Sesi Kompilasi dan Penelitian Dokumen Keluaran 10 PBT oleh Pasukan Teknikal	Taskforce / Secretariat ISO	18-19	10-11	01-02	26										<ol style="list-style-type: none"> <li><b>First Session</b> : 18-19 Jan 2022, Miri (TFTG)</li> <li><b>Second Session</b> : 10-11 Feb 2022, Sibul                             <ul style="list-style-type: none"> <li>(Engagement with relevant sections)</li> <li>Postponed to 01-02 March 2022</li> </ul> </li> <li><b>Third Session</b> : 21-22 Feb 2022, Kch (TFTG)                             <ul style="list-style-type: none"> <li>To compile and finalise</li> </ul> </li> <li><b>Fourth Session</b> : 26 April 2022, kch                             <ul style="list-style-type: none"> <li>(Engagement with SU &amp; AS 20PBTs)</li> <li>Postponed until further notice.</li> </ul> </li> </ol>
			18-19	01-02	21-22											
4.	Sesi Kompilasi dan Penelitian Dokumen Keluaran 10 MPH LG oleh Pasukan Teknikal	Taskforce / Secretariat ISO							18	16						Review session for all MPH LG work process at Meeting Room 3, MPH LG. Once done compile, to combine with K10 PBT and call up 4 <sup>th</sup> Session.
									18							
5.	Sesi Perbincangan dan Pemurnian Format Dokumen Keluaran 10	Taskforce / Secretariat ISO			11-13	20-21										<u>Proposed Course at Kuching:</u> <ol style="list-style-type: none"> <li><b>11-13 April 2022:</b> <ul style="list-style-type: none"> <li>TFTG to finalize (Draft K10 &amp; Risk Register);</li> </ul> </li> <li><b>20-21 April 2022:</b> <ul style="list-style-type: none"> <li>Engagement with PBT Process Owner (7 representative from each PBT)</li> </ul> </li> <li><b>26 April 2022</b> : Engagement with SU &amp; AQMR</li> </ol>
					11-13	21-22										

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6.	Training for IAQ Auditor	Taskforce / Secretariat ISO					25-26								* A week before IQA Proposed 3 <sup>rd</sup> Week of May : 25-26 May 2022  (Tues-Wed) but shifted to 12-13 May 2022 due to DUN Sitting on 17-27 May 2022. Speaker: Mr. Syed Faddy, SIRIM Location: Waterfront Hotel, Kuching
							12-13								
7.	Internal Quality Audit (IQA)	Taskforce / Secretariat ISO						3rd & 4th Week	14-15						<b>1. 13-14 June 2022 : (7 PBT)</b> MPKS, MD Bau, MD Lundu, MDMD, MD Saratok, SRDC, MD Marudi  <b>2. 16-17 June 2022: (7 PBT)</b> MD Subis, MD Lawas, MD kapit, MDMDJ, MDBetong, MD Simunjan, MD Limbang  <b>3. 20-21 June 2022: (6 PBT)</b> MD Kanowit, MD Serian ,MDDM, MDLA,MDSA, MD Sarikei  <b>4. 23-24 June 2022:</b> MPH LG  <b>5. 14-15 July 2022: MD Serian</b>
							3rd & 4th Week	14-15							
8.	Compilation of Mesyuarat Kajian Semula Pengurusan (MKSP)	Taskforce / Secretariat ISO							27-30						MKSP compilation is scheduled to be on 27-30 July at MCC (Old Office).
									27-29						
9.	Persediaan MKSP	Taskforce / Secretariat ISO								25					25.08.2022: 1. AM: TFTG Meeting 5/2022 2. PM: Final Preparation MKSP 2022 *Location: MPH LG
10.	Mesyuarat Kajian Semula Pengurusan (MKSP)	Taskforce / Secretariat ISO								26					1. One (1) week before SIRIM Surveillance 2. 12 Aug 2022: Feedback from Mr. Yong & Mr. Tan 3. e-MKSP : AQMR to print for the 20 SU 5. Location at Kuching

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11.	Surveillance Audit MS ISO 9001:2015	Taskforce / Secretariat ISO									05-09					
12.	Review the impact and results of the SIRIM Audit	Taskforce / Secretariat ISO														
13.	Presentation of Certificate	Taskforce / Secretariat ISO														
14.	Final Compilation K10 MPHLG & PBT	Taskforce / Secretariat ISO									1	12				1.01 Sept 2022 –Mr. Kadir to email to Technical Group for checking the K10 2. 12 Oct 2022 - Final checking.
15.	Roadshow for K10	Taskforce / Secretariat ISO														*Launching of K10 before start with the Roadshow Kursus AQMR - TBC. To be held on 2023, together with Jerayawara MS ISO 9001:2015 K10.



**\*NOTE: Any changes to the Gantt Chart are subject to current requirements and decisions by the MS ISO 9001:2015 Task Force & Technical Group.**