

Internal Quality Audit Plan – On Site Audit

Organization:

HX Solutions Sdn. Bhd.

Address: 73-1, Jalan Komersil IAN 2, Taman Angkasa Nuri, 75350, Melaka, Malaysia

Date: 23 Sept 2024 (Monday)

Audit Standard: ISO 9001:2015

Assessment Type: Internal Quality Audit

Audit Scope:

‘THE PROVISION FOR SUPPLY, INSTALLATION, MAINTENANCE, AND SERVICING OF MECHANICAL, ELECTRICAL AND PROCESS INFRASTRUCTURE SERVICES’.

ISO In Charge: Mr. Ho Chan Hoong – H/p: 017-221 6799

Auditor: Mr. Philip Yong (Sentrum Resources) – H/p: 016-6622 021.

Audit objectives:

1. To audit the client’s management system documentation and implementation.
2. To evaluate the client’s location and site specific conditions and to undertake discussion with the client’s personnel to determine the effectiveness of the quality management system;
3. To review the client’s status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance of significant aspects, processes, objectives and operation of the management system;
4. To collect necessary information regarding the scope of the management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client’s operation, associated risks, etc.);
5. To evaluate if the internal audits and management review are being planned and performed, and that the level of implementation of the management system substantiates that the client is ready for the next external audit.
6. To confirm that the management system has been established and implemented in accordance with the requirements of the audit standard.

23 Sept 2024 (Monday) - IQA Program:

9.00am – Audit on:

- (1) Quality System Administration
 - Quality Policy, Documentation and Objectives.
 - Review of External & Internal Issues.
 - Expectations of Interested Parties.
 - Follow up on last Internal and External Quality Audits.
 - Risk & Opportunities Management.
 - Control of Documents and Records (Document Change).
 - Customer Enquiry, Complaints and Satisfaction.
 - Non-Conformance and Corrective Action.
 - Data Analysis and Continual Improvement.
 - Internal Communications Meeting and Management Review.
- (2) Human Resources Administration:
 - Recruitment, Competence, Training and Awareness.
 - Organization Chart, Job Descriptions and Organizational Knowledge.
- (3) Company Administration.
 - Correspondence Control & Filing System.
 - Office Equipment Preventive Maintenance.
- (4) Purchasing and Outsourced Vendor Control.
 - Materials Requisition and Purchasing.
 - Stock Control, Handling and Storage.
 - Control of Customer Supplied Materials.
 - Vendor Registration, Vendor Approved List, Vendor Performance Evaluation.

12.00pm-1.00pm – Lunch hour.

1.00pm – Audit on:

- (5) Tender & Contracts.
 - Tender Log and Tender Process.
 - Project Reference List and Status.
 - Contracts Administration and Handling Over to Project Department.
- (6) Engineering Department.
 - Design input and planning
 - Engineering drawing control.
 - Control of Inspection, Measuring & Testing Equipment.
- (7) Project Management & Project Site Audit.
 - Project Engineering.
 - Project Planning (PQP & ITP).
 - Pre-Project, Project Implementation & Post Project.
 - Method Statements.
 - Warranty & Maintenance.

5.00pm – End of Audit.

Notes to the Client:

1. Audit times stated above are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
2. The auditor reserved the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
3. A private place for preparation, review and conferencing is requested for the auditor's use.
4. Kindly ensure that the appropriate auditees are available according to the audit schedule.

Date: 9 Sept 2024



PHILIP YONG
Quality Management Auditor

