

SIRIM QAS INTERNATIONAL SDN. BHD.**NONCONFORMITY REPORT (NCR)**

Client:

UNIVERSITI PUTRA MALAYSIA (UPM)**Status:** Close**File No. :** 20190602821**Audit Type:** Surveillance Audit 1**NCR No:** 2501**Standard Name:** ISO/IEC 27001:2022**Last audit date:****Classification:** Minor**Section 1 - Details of nonconformity****Requirement:****8.1 Operational planning and control**

The organization shall plan, implement and control the processes needed to meet requirements, and to implement the actions determined in Clause 6, by:

- establishing criteria for the processes;
- implementing control of the processes in accordance with the criteria.

Documented information shall be available to the extent necessary to have confidence that the processes have been carried out as planned. The organization shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary. The organization shall ensure that externally provided processes, products or services that are relevant to the information security management system are controlled.

A.8.24 Use of Cryptography

Rules of the effective use of cryptography, including cryptographic key management, shall be defined and implemented.

Finding

Semasa audit, diperhatikan bahawa Laporan Penilaian Pengajaran (DOKUMEN SULIT) yang dihantar kepada pensyarah yang terlibat melalui email tidak dilindungi dengan kaedah 'encryption'.

Objective evidence

- 1) email Laporan Penilaian Pengajaran (SULIT) kepada pensyarah
- 2) Garis Panduan Pengendalian Maklumat (iDEC/ISMS/GP01)
- 3) GARISPANDUAN KESELAMATAN TEKNOLOGI MAKLUMAT DAN KOMUNIKASI (GPKTMK) VERSI 6.0

Auditor

NUR FATIN E'ZZATI BINTI MASRUHAIZAN

Client Representative

PUAN ZENAIDA MD ZENON

Section 2 - Result of investigation and determination of root cause

Pentadbir penilaian pengajaran (teaching assessment-TA) kurang kesedaran dalam pengendalian tatacara dokumen sulit laporan penilaian pengajaran.

Client Representative

PUAN ZENAIDA MD ZENON

Section 3 - Correction (if applicable) and corrective action plan including completion date

1. Membuat taklimat kepada semua Pentadbir TA berkenaan proses pelaksanaan penilaian pengajaran beserta latihan encryption.
2. Emel semula surat panduan penggunaan dokumen PDF dengan enkripsi bertarikh 6 Mei 2025 kepada semua Pentadbir TA.

Client Representative

PUAN ZENAIDA MD ZENON

Accepted by

NUR FATIN E'ZZATI BINTI MASRUHAIZAN

Section 4 - Verification of corrective action(s) (to be filled up by Auditor)

11/10/2025: Punca ketakuratan telah diterima. Pelan tindakan pembedahan juga telah diterima. Bukti pelaksanaan masih belum dikemukakan. NCR masih belum ditutup.

19/10/2025: Bukti pelaksanaan yang dikemukakan telah diterima. NCR disahkan dan ditutup. Pengesahan terhadap keberkesanan tindakan akan dilaksanakan semasa audit seterusnya.

Verify by: NUR FATIN E'ZZATI BINTI MASRUHAIZAN

