



**PERSEDIAAN  
AUDIT PERINGKAT 1  
SISTEM PENGURUSAN ALAM SEKITAR (EMS)  
MS ISO 14001  
UNIVERSITI PUTRA MALAYSIA**

**22 NOVEMBER 2013**

# AUDIT PERINGKAT 1 EMS MS ISO 14001

**TARIKH:  
25 – 27 NOVEMBER 2013**

# SKOP DAN JURUAUDIT

## SKOP:

Aktiviti berkaitan  
proses pengajaran dan  
pembelajaran

bembelajaran  
proses pengajaran dan  
Aktiviti berkaitan  
SKOP:

## JURUAUDIT:

Encik Hafriazhar  
Moh. Mokhtar (Ketua)  
Puan Norazlina  
Ibrahim

Ibrahim  
Puan Norazlina  
Moh. Mokhtar (Ketua)

# JADUAL AUDIT

**TERBAHAGI KEPADA DUA BAHAGIAN:**

**SITE 1: UPM KAMPUS SERDANG**

**SITE 2: UPM KAMPUS BINTULU**

- 1. Fakulti Bioteknologi dan Sains Biomolekul**
- 2. Fakulti Kejuruteraan**
- 3. Fakulti Pertanian**
- 4. Fakulti Perubatan dan Sains Kesihatan**
- 5. Fakulti Perubatan Veterinar**
- 6. Fakulti Sains dan Teknologi Makanan**
- 7. Taman Pertanian UPMKB**

- 1. Peneraju Proses**
- 2. Seksyen Latihan, Pejabat Pendaftar**
- 3. Pejabat Pemasaran dan Komunikasi**

File no. : EU02540001

Date : 20 NOVEMBER 2013

UNIVERSITI PUTRA MALAYSIA  
BAHAGIAN JAMINAN KUALITI UPM  
PEJABAT PENDAFTAR, UNIVERSITI PUTRA MALAYSIA  
43400 UPM SERDANG  
SELANGOR DARUL EHSAN  
MALAYSIA

Attn. : PN. NORAIHAN NOORDIN

Tel : 03 – 8947 1568  
Fax : 03 – 8947 2098  
Email : noraihan@upm.edu.my

Dear Madam

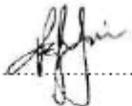
**ISO 14001: 2004 – STAGE 1 AUDIT PLAN**

Please be informed that a Stage 1 Audit of your organization's management system has been scheduled on 25 to 27 November 2013.

Enclosed please find the audit plan. Please note that the audit plan may change as the audit progresses.

Thank you

Yours sincerely



Hafriazhar Mohd. Mokhtar  
Audit Team Leader  
Sustainability Certification Section

**Rujuk Jadual Terperinci (LAMPIRAN 1)**

Time	Agenda	Auditee / Responsibility
09.30am	Opening Meeting (In synchronize via tele-conferencing) Briefing on audit methodology, objectives, site of audit, scope and programmes.	All (Top Management also invited)
10.00am	Overview on Organization's EMS Documentation and organization's profiles (Please provide a copy of updated site plan and organization charts)	EMR
11.00am	NI (Site 1): Site review and assessment on adequacy of aspect and impact for activities by "Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan" related to laboratories operation, chemical & poison storage & handling, waste storage & handling (general & scheduled) at following locations: • Fakulti Bioteknologi dan Sains Biomolekul • Fakulti Kejuruteraan • Fakulti Pertanian	Relevant PIC
	HMM (Site 2): Site review and assessment on adequacy of aspect and impact for activities related to laboratories operation, chemical & poison storage & handling, waste storage & handling (general & scheduled) at following locations: • Fakulti Sains Pertanian dan Makanan	Relevant PIC
01.00pm	Lunch Break	
	NI (Site 1): Site review and assessment on adequacy of aspect and impact for activities by "Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan" related to laboratories operation, chemical & poison storage & handling (radioactive & scheduled) at following locations: • Fakulti Perubatan dan Sains Kesihatan • Pejabat Veterinar dan Teknologi Makanan	Relevant PIC
	HMM (Site 2): Site review and assessment on adequacy of aspect and impact for activities related to laboratories operation, chemical & poison storage & handling, waste storage & handling (general & scheduled) at following locations: • Pusat Asasi Sains Pertanian	Relevant PIC
04.30pm	Discussion of audit findings & end of Day 1	Auditors

# SENARAI SEMAK REKOD


**SENARAI SEMAK REKOD  
SISTEM PENGURUSAN ALAM SEKITAR (EMS)  
MS ISO 14001:2004 UNIVERSITI PUTRA MALAYSIA**

PROSEDUR PENGURUSAN (WAJIB)				
BIL	KOD DOKUMEN	TAJUK DOKUMEN	PENERAJU	LOKASI REKOD
1.	UPM/ISO-EMS/P001	Prosedur Pengenalpastian Penilaian Aspek dan Impak Alam Sekitar	BJK UPM	Induk (BJK UPM)
2.	UPM/ISO-EMS/P002	Prosedur Undang-undang dan Keperluan Lain	Pejabat Penasihat Undang-Undang	Induk (PPUU)
3.	UPM/ISO-EMS/P003	Prosedur Kawalan Dokumen	BJK UPM	Induk (BJK UPM)
4.	-	Prosedur Kawalan Rekod - Rujuk prosedur Sistem Pengurusan Kualiti MS ISO 9001:2008 iaitu Prosedur Kawalan Rekod (UPM/PGR/P002)	BJK UPM	PT
5.	UPM/ISO-EMS/P004	Prosedur Audit Dalaman	BJK UPM	Induk (BJK UPM)
6.	UPM/ISO-EMS/P005	Prosedur Kawalan Ketakakuran, Tindakan Pembetulan, dan Tindakan Pencegahan	BJK UPM	PT
7.	UPM/ISO-EMS/P006	Prosedur Komunikasi	Pejabat Pemasaran dan Komunikasi	Induk (MARCOMM) dan PT
8.	UPM/ISO-EMS/P007	Prosedur Penilaian Kepatuhan	Pejabat Penasihat Undang-Undang	Induk (PPUU)
9.	UPM/ISO-EMS/P008	Prosedur Kesiediaan Kecemasan dan Tindak Balas	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PT

**Rujuk Senarai Semak Rekod Terperinci (LAMPIRAN 2)**

PROSEDUR KAWALAN OPERASI (SIGNIFIKAN)			
KOD DOKUMEN	TAJUK DOKUMEN	TANGGUNGJAWAB	LOKASI REKOD
UPM/ISO-EMS/P010	Prosedur Penjimatan Tenaga Elektrik	Pejabat Pembangunan & Pengurusan Aset	Induk (PPPA) dan PT
UPM/ISO-EMS/P011	Prosedur Pemantauan Pelepasan Asap Gas Bahan Bakar Diesel	Bahagian Hal Ehwal Pelajar	Induk (HEPA) dan PT yang mempunyai perkhidmatan bas
UPM/ISO-EMS/P012	Prosedur Pengendalian Bahan Beracun	Pejabat Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PT yang menjalankan aktiviti berkenaan
UPM/ISO-EMS/P013	Prosedur Pengurusan Bahan Radioaktif dan Radas Sinaran	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	PT yang menjalankan aktiviti berkenaan
UPM/ISO-EMS/P014	Prosedur Penjimatan Penggunaan Kertas	Pejabat Bursar	Induk (Bursar) dan PT
	Pengurusan Sisa Terjadual	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PT
	<ul style="list-style-type: none"> <li>Rujuk dokumen Prosedur Pengurusan dan Pelupusan Sisa (UPM/SOK/OSH/P001)</li> </ul>	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PT
	Pengurusan Bahan Kimia - Rujuk Dokumen Sistem Pengurusan Kualiti QMS MS ISO 9001 1. Prosedur Pengurusan Makmal/Bengkel (UPM/SOK/LAB/P001) 2. Garis Panduan Pengurusan Keselamatan Makmal/Bengkel (UPM/SOK/LAB/P002)	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PT

# PENEMUAN AUDIT DALAMAN EMS

- 1. Melaksana pembetulan jika ada**
- 2. Tindakan Pembetulan peringkat peneraju**
  - Pengurusan Makmal**
  - Bahan Beracun**

# PERSEDIAAN PTJ

# DOs & DONTs

1. Dengar dengan baik soalan-soalan yang ditanya oleh auditor.
2. Jika tidak faham pada soalan, minta auditor ulangi soalan.
3. Beri jawapan sahaja kepada soalan yang ditanya.
4. Jawab soalan yang berkaitan dengan tugas anda sahaja dan **TUNJUKKAN REKOD APABILA DIMINTA.**
5. Jika anda ragu-ragu dengan dokumen yang diminta, sila hubungi Peneraju Proses kerana kemungkinan rekod berkenaan disimpan pada Peneraju Proses dan **JANGAN JAWAB TIADA.**

# **DONTs**

- 1. Jangan lari apabila melihat auditor...jangan panik.**
- 2. Jangan beri jawapan “saya tidak tahu”.**
- 3. Jangan menjawab soalan yang berkaitan dengan Bahagian/ Seksyen yang lain daripada Bahagian/ Seksyen anda.**
- 4. Jangan mengelirukan auditor.**
- 5. Jangan berbohong kepada auditor.**
- 6. Jangan mengatakan auditor tidak betul.**
- 7. Jangan bertengkar dengan auditor, minta penjelasan daripada auditor.**
- 8. Jangan membuang masa auditor.**
- 9. Jangan panas baran pada auditor.**
- 10. Jangan membuat tawaran untuk menunjukkan rekod.**
- 11. Jangan memberitahu masalah dalaman Pusat Tanggungjawab.**

# TERMA PENGIRING

- 1. Mengenalpasti Juruaudit SIRIM yang akan diiring;**
- 2. Mendapatkan maklumat mengenai kehadiran, jadual perjalanan dan keperluan Juruaudit SIRIM;**
- 3. Memastikan mengiringi Juruaudit SIRIM ke setiap lokasi tempat yang diaudit dan ke tempat makan sewaktu rehat, surau atau tempat istirehat (mana yang berkenaan);**
- 4. Mengambil tindakan yang perlu bagi menentukan tugas mengiringi Juruaudit SIRIM dan amalan serta etika dan protokol dilaksanakan sewajarnya;**

- 5. Menyemak kemudahan kenderaan dan pemandu yang diperlukan oleh Juruaudit yang disediakan oleh Pusat Tanggungjawab yang akan diaudit dan memastikan mereka tiba di lokasi pada masa yang ditetapkan (Rujuk dengan Timbalan Penyelaras Audit PTJ);**
- 6. Menyambut dan mengiringi Juruaudit SIRIM semasa mereka tiba dan membawa mereka ke bilik atau ke tempat yang ditetapkan;**
- 7. Memastikan PTJ yang akan diaudit telah siap sedia sebelum Juruaudit tiba;**

- 8. Memberi layanan yang mesra Juruaudit sepanjang audit berjalan;**
- 9. Mengambil daya usaha yang perlu supaya Juruaudit berpuashati dengan layanan yang diberi tanpa menyimpan perasaan kurang senang terhadap UPM;**
- 10. Membuat catatan, cadangan dan teguran yang diutarakan oleh Juruaudit SIRIM secara verbal (lisan) sepanjang tempoh audit;**
- 11. Mengambil tindakan yang sewajarnya bagi melaksanakan tugas-tugas lain yang berkaitan dengan peranan sebagai Pengiring Juruaudit apabila diminta oleh Urusetia.**

# TERIMA KASIH

Bahagian Jaminan Kualiti UPM  
Pejabat Pendaftar





File no. : EU02540001

Date : 20 NOVEMBER 2013

UNIVERSITI PUTRA MALAYSIA  
BAHAGIAN JAMINAN KUALITI UPM  
PEJABAT PENDAFTAR, UNIVERSITI PUTRA MALAYSIA  
43400 UPM SERDANG  
SELANGOR DARUL EHSAN  
MALAYSIA

Attn. : PN. NORAIHAN NOORDIN

Tel : 03 – 8947 1568

Fax : 03 – 8947 2098

Email : noraihan@upm.edu.my

Dear Madam

**ISO 14001: 2004 – STAGE 1 AUDIT PLAN**

Please be informed that a Stage 1 Audit of your organization's management system has been scheduled on 25 to 27 November 2013.

Enclosed please find the audit plan. Please note that the audit plan serves as a guide and may change as the audit progresses.

Thank you

Yours sincerely

A handwritten signature in black ink, appearing to read 'Hafri', positioned above a horizontal dotted line.

Hafriazhar Mohd. Mokhtar  
Audit Team Leader  
Sustainability Certification Section  
Management System Certification Department  
SIRIM QAS International Sdn. Bhd.

: 03 5544 5056

: 03 5544 5673

: 019 258 5819

: hafri@sirim.my

## STAGE 1 AUDIT PLAN

### 1. Audit Objectives

- a) To assess the adequacy of the client's management system documentation against ISO 14001:2004 requirements;
- b) To review the client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;
- c) To verify the continuity and consistency of the identified aspects and impacts to the development of policy, setting of objectives, targets and environmental management programme;
- d) To collect necessary information regarding the scope of the environmental management system, processes and location(s) of the client, related statutory and regulatory (legal and other requirements) aspects and compliance (environmental aspects, legal aspects of the client's operation, etc) associated with its activities, products and services;
- e) To evaluate the client's location and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the stage 2 audit;
- f) To evaluate if the internal audit and management review are being planned and performed, and that the level of implementation of the management system demonstrates that the client is ready for the Stage 2 audit.
- g) To review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit;
- h) To assist in planning the Stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects;

2. **Date of audit** : 25 to 27 November 2013

3. **Site of audit** : **Site 1:**  
Universiti Putra Malaysia  
43400 UPM Serdang  
Selangor Darul Ehsan  
Malaysia

**Site 2:**  
Universiti Putra Malaysia  
Kampus Bintulu Sarawak  
97008 Bintulu  
Sawarak  
Malaysia

4. **Scope of certification** : Provision of teaching and learning services

5. **Audit criteria** :  
1. ISO 14001: 2004  
2. Client's environmental system documentation

**6. Audit team & Role**

- a) Audit Team Leader : Hafriazhar Mohd. Mokhtar (HMM)
- b) Audit Team Member : Norazlina Ibrahim (NI)

(If there is any objection on the proposed audit team, the client is required to inform in writing to the Audit Team Leader or the Head of Section)

**7. Methodology of audit**

- a) Review of documentation and records,
- b) Observation of processes and activities,
- c) Interview with client's personnel responsible for the audited area

**8. Confidentiality requirements**

The members of the audit team from SIRIM QAS International Sdn. Bhd. undertake not to disclose any confidential information obtained during the audit including information contained in the final report to any third party, without the express approval of the client unless required by law.

- 9. Working Language** : English and Bahasa Malaysia

**10. Reporting**

- i) Language : English
- ii) Format : Verbal and written
- iii) Expected date of issue : After closing meeting
- iv) Distribution List : Original copy issued to the client and copy maintained in the client file

**11. Facilities and assistance required :**

- i) Meeting room
- ii) Facilities for photocopying
- iii) Personal protective equipment (where necessary)
- iv) A management representative (MR) appointed by the client, acting as a guide to assist the audit team
- v) A complete set of EMS manuals and procedures documentations

- 12. Details of Audit Plan** : As follows

**Day 1: 25 Nov 2013**

<b>Time</b>	<b>Agenda</b>	<b>Auditee / Responsibility</b>
09.30am	Opening Meeting <b>(In synchronize via tele-conferencing)</b> Briefing on audit methodology, objectives, site of audit, scope and programmes.	All (Top Management also invited)
10.00am	Overview on Organization's EMS <b>Documentation</b> and organization's profiles <b>(Please provide a copy of updated site plan and organization charts)</b>	EMR
11.00am	NI (Site 1): Site review and assessment on adequacy of <b>aspect and impact</b> for activities by " <i>Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan</i> " related to laboratories operation, chemical & poison storage & handling , waste storage & handling (general & scheduled) at following locations: <ul style="list-style-type: none"> <li>• <i>Falkulti Bioteknologi dan Sains Biomolekul</i></li> <li>• <i>Fakulti Kejuruteraan</i></li> <li>• <i>Fakulti Pertanian</i></li> </ul>	Relevant PIC
	HMM (Site 2): Site review and assessment on adequacy of <b>aspect and impact</b> for activities related to laboratories operation, chemical & poison storage & handling , waste storage & handling (general & scheduled) at following locations: <ul style="list-style-type: none"> <li>• <i>Falkulti Sains Pertanian dan Makanan</i></li> </ul>	Relevant PIC
01.00pm	Lunch Break	
02.00pm	NI (Site 1): Site review and assessment on adequacy of <b>aspect and impact</b> for activities by " <i>Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan</i> " related to laboratories operation, chemical & poison storage & handling , waste storage & handling (radioactive & scheduled) at following locations: <ul style="list-style-type: none"> <li>• <i>Falkulti Perubatan dan Sains Kesihatan</i></li> <li>• <i>Fakulti Perubatan Veterinar</i></li> <li>• <i>Fakulti Sains dan Teknologi Makanan</i></li> </ul>	Relevant PIC
	HMM (Site 2): Site review and assessment on adequacy of <b>aspect and impact</b> for activities related to laboratories operation, chemical & poison storage & handling , waste storage & handling (general & scheduled) at following locations: <ul style="list-style-type: none"> <li>• <i>Pusat Asasi Sains Pertanian</i></li> </ul>	Relevant PIC
04.30pm	Discussion of audit findings & end of Day 1	Auditors

**Day 2: 26 Nov 2013**

Time	Agenda	Auditee / Responsibility
09.30am	NI (Site 1): Site review and assessment on adequacy of <b>aspect and impact</b> for activities by " <i>Pejabat Pembangunan dan Pengurusan Aset</i> " related to facilities management and maintenance at following locations: <ul style="list-style-type: none"> <li>• Cafeterias</li> <li>• Sports complex – swimming pool</li> <li>• Buildings and other facilities such as Sewage Treatment Plant (STP) if any</li> </ul>	Relevant PIC
	HMM (Site 2): Site review and assessment on adequacy of <b>aspect and impact</b> for activities related to related to facilities management and maintenance at following locations: <ul style="list-style-type: none"> <li>• Hostel</li> <li>• Building and other facilities such as Sewage Treatment Plant (STP) if any</li> </ul>	Relevant PIC
01.00pm	Lunch Break	
02.00pm	NI (Site 1): Site review and assessment on adequacy of aspect and impact for activities by " <i>Pejabat Bursar</i> " and " <i>Bahagian Hal Ehwal Pelajar</i> " related to administrations management	Relevant PIC
	HMM (Site 2): Continue with assessment on overall adequacy of <b>aspect and impact</b> identification and relevant <b>operational control</b> * Travel back to KL (stop audit depends on flight time)	Relevant PIC
04.30pm	Discussion of audit findings & end of Day 2	Auditors

**Day 3: 27 Nov 2013**

<b>Time</b>	<b>Agenda</b>	<b>Auditee / Responsibility</b>
09.30am	HMM (Site 1): Assessment on adequacy of documentation for the following elements: <ul style="list-style-type: none"><li>• Environmental policy</li><li>• Objective, target and programme</li><li>• Communication</li><li>• General requirement</li><li>• Documentation</li><li>• Control of documents</li><li>• Control of records</li><li>• Internal audit</li><li>• Management review</li></ul>	Relevant PIC
	NI (Site 1): Assessment on adequacy of documentation for the following elements: <ul style="list-style-type: none"><li>• Legal and other requirements</li><li>• Evaluation of compliance</li><li>• Monitoring and measurements</li><li>• Non conformity, corrective action and preventive action</li><li>• Competence, training and awareness</li><li>• Emergency preparedness and response</li><li>• Resources, roles, responsibility and authority</li></ul>	Relevant PIC
01.00pm	Lunch Break	
02.00pm	Audit team discussion and report preparation	Relevant PIC
03.30pm	Closing Meeting	All (Top Management also invited)
04.30pm	End Of Audit	



**SENARAI SEMAK REKOD  
SISTEM PENGURUSAN ALAM SEKITAR (EMS)  
MS ISO 14001:2004 UNIVERSITI PUTRA MALAYSIA**

<b>PROSEDUR PENGURUSAN (WAJIB)</b>				
<b>BIL</b>	<b>KOD DOKUMEN</b>	<b>TAJUK DOKUMEN</b>	<b>PENERAJU</b>	<b>LOKASI REKOD</b>
1.	UPM/ISO-EMS/P001	Prosedur Pengenalpastian Penilaian Aspek dan Impak Alam Sekitar	BJK UPM	<b>Induk (BJK UPM)</b>
2.	UPM/ISO-EMS/P002	Prosedur Undang-undang dan Keperluan Lain	Pejabat Penasihat Undang-Undang	<b>Induk (PPUU)</b>
3.	UPM/ISO-EMS/P003	Prosedur Kawalan Dokumen	BJK UPM	<b>Induk (BJK UPM)</b>
4.	-	Prosedur Kawalan Rekod  - Rujuk prosedur Sistem Pengurusan Kualiti MS ISO 9001:2008 iaitu Prosedur Kawalan Rekod (UPM/PGR/P002)	BJK UPM	<b>PTJ</b>
5.	UPM/ISO-EMS/P004	Prosedur Audit Dalaman	BJK UPM	<b>Induk (BJK UPM)</b>
6.	UPM/ISO-EMS/P005	Prosedur Kawalan Ketakakuran, Tindakan Pembetulan, dan Tindakan Pencegahan	BJK UPM	<b>PTJ</b>
7.	UPM/ISO-EMS/P006	Prosedur Komunikasi	Pejabat Pemasaran dan Komunikasi	<b>Induk (MARCOMM) dan PTJ</b>
8.	UPM/ISO-EMS/P007	Prosedur Penilaian Kepatuhan	Pejabat Penasihat Undang-Undang	<b>Induk (PPUU)</b>
9.	UPM/ISO-EMS/P008	Prosedur Kesiediaan Kecemasan dan Tindak Balas	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	<b>Induk (PPKKP) dan PTJ</b>

PROSEDUR PENGURUSAN (WAJIB)				
BIL	KOD DOKUMEN	TAJUK DOKUMEN	PENERAJU	LOKASI REKOD
10.	UPM/ISO-EMS/P009	<p>Prosedur Pengukuran dan Pemantauan Alam Sekitar</p> <p>Rujuk:</p> <ol style="list-style-type: none"> <li>1. Semua prosedur Kawalan Operasi (Signifikan)</li> <li>2. Garis Panduan Pengukuran dan Pemantauan Terhadap Pematuhan Perundangan UPM/ISO-EMS / PPKKP/GP01</li> </ol>	BJK UPM	<b>Induk (Peneraju Proses) dan PTJ yang dilantik sebagai makmal analisis</b>
11.	-	<p>Prosedur Latihan Staf</p> <ul style="list-style-type: none"> <li>- Rujuk Rujuk prosedur Sistem Pengurusan Kualiti MS ISO 9001:2008 iaitu Prosedur Latihan staf UPM (UPM/SOK/LAT/P001)</li> </ul>	Bahagian Pembangunan Sumber Manusia	<b>Induk (Pejabat Pendaftar), Pelaksana dan PTJ</b>
12.	-	<i>Operational control</i>		(Rujuk No. 12.1 – 12.7)

PROSEDUR KAWALAN OPERASI (SIGNIFIKAN)				
BIL	KOD DOKUMEN	TAJUK DOKUMEN	TANGGUNGJAWAB	LOKASI REKOD
12.1	UPM/ISO-EMS/P010	Prosedur Penjimatan Tenaga Elektrik	Pejabat Pembangunan & Pengurusan Aset	Induk (PPPA) dan PTJ
12.2	UPM/ISO-EMS/P011	Prosedur Pemantauan Pelepasan Asap Bas Bahan Bakar Diesel	Bahagian Hal Ehwal Pelajar	Induk (HEPA) dan PTJ yang mempunyai perkhidmatan bas
12.3	UPM/ISO-EMS/P012	Prosedur Pengendalian Bahan Beracun	Pejabat Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PTJ yang menjalankan aktiviti berkenaan
12.4	UPM/ISO-EMS/P013	Prosedur Pengurusan Bahan Radioaktif dan Radas Sinaran	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	PTJ yang menjalankan aktiviti berkenaan
12.5	UPM/ISO-EMS/P014	Prosedur Penjimatan Penggunaan Kertas	Pejabat Bursar	Induk (Bursar) dan PTJ
12.6	-	Pengurusan Sisa Terjadual <ul style="list-style-type: none"> <li>Rujuk dokumen Prosedur Pengurusan dan Pelupusan Sisa (UPM/SOK/OSH/P001)</li> </ul>	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PTJ
12.7	-	Pengurusan Bahan Kimia <ul style="list-style-type: none"> <li>Rujuk Dokumen Sistem Pengurusan Kualiti QMS MS ISO 9001               <ol style="list-style-type: none"> <li>Prosedur Pengurusan Makmal/Bengkel (UPM/SOK/LAB/P001)</li> <li>Garis Panduan Pengurusan Keselamatan Makmal/Bengkel (UPM/SOK/LAB/GP01/PKM)</li> </ol> </li> </ul>	Pejabat Pengurusan Keselamatan & Kesihatan Pekerjaan	Induk (PPKKP) dan PTJ

## SENARAI SEMAK PERSEDIAAN AUDIT

Bil.	Perkara	Status
1.	<p><u>Lokasi</u></p> <ul style="list-style-type: none"><li>• Pesekitaran kerja yang kondusif.</li><li>• Alat kelengkapan yang tersusun, diletakkan di tempat yang sepatutnya.</li><li>• Laluan keluar tidak terhalang.</li><li>• Bilik rehat, stor, bilik arkib, tandas dan ruang-ruang lain dalam keadaan yang bersih.</li><li>• Ruang pejabat yang kemas dan tersusun.</li><li>• Mempunyai Pelan Lokasi</li><li>• Senarai Makmal Yang Tepat</li></ul>	
2.	<p><u>Rekod</u></p> <ul style="list-style-type: none"><li>• Rekod hendaklah berada di lokasi yang sepatutnya.</li><li>• Tiada sebarang prosedur/garis panduan/arahan kerja yang ditampal di ruang kerja.</li></ul>	
3.	<p><u>Kesedaran dan Kefahaman Staf</u></p> <ul style="list-style-type: none"><li>• Pastikan staf memahami tugas yang berkaitan tanggungjawabnya dan kompeten.</li><li>• Staf mempunyai kefahaman berkaitan Sistem Pengurusan Alam Sekitar (contoh: boleh mengakses dokumen dalam talian)</li></ul>	
4.	<p><u>Bilik Operasi Audit</u></p> <ul style="list-style-type: none"><li>• Pastikan bilik operasi yang digunakan semasa audit lengkap dan keadaan yang teratur.</li><li>• Bilik operasi digalakkan disediakan air mineral untuk Auditor.</li><li>• Bilik operasi disediakan kemudahan untuk akses e-ISO, alat tulis mencukupi, printer dan lain-lain yang bersesuaian.</li></ul>	

<b>Bil.</b>	<b>Perkara</b>	<b>Status</b>
5.	<u>Hal-Hal Lain</u> <ul style="list-style-type: none"><li>• Pastikan sepanjang tempoh audit, pelaksanaan tugas di Pusat Tanggungjawab berjalan seperti biasa.</li></ul>	