



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI

# UNIVERSITI PUTRA MALAYSIA

AGRICULTURE • INNOVATION • LIFE



MESYUARAT  
KAJIAN SEMULA PENGURUSAN (MKSP)  
ISO UPM 2017

(**QMS KALI KE 7**, **ISMS KALI KE 6**

& **EMS KALI KE 4**)

pada 23 Ogos 2017 (Rabu)

jam 2.30 petang

## **AGENDA 5.3: SOKONGAN SUMBER**

### **5.3.2 – Sokongan Sumber Kewangan**

### 9.3 Management review

9.3.1 General Top management shall review the organization's quality management system, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organization.

9.3.2 Management review inputs The management review shall be planned and carried out taking into consideration:

- a) the status of actions from previous management reviews;
- b) changes in external and internal issues that are relevant to the quality management system;
- c) information on the performance and effectiveness of the quality management system, including trends in:
  - 1) customer satisfaction and feedback from relevant interested parties;
  - 2) the extent to which quality objectives have been met;
  - 3) process performance and conformity of products and services;
  - 4) nonconformities and corrective actions;
  - 5) monitoring and measurement results;
  - 6) audit results;
  - 7) the performance of external providers;
- d) the adequacy of resources;
- e) the effectiveness of actions taken to address risks and opportunities (see 6.1);
- f) opportunities for improvement.

..sebagaimana  
keperluan  
klausa 9.3.2,  
ISO 9001:2015,  
input kajian  
semula

### FOKUS PELAPORAN 2017:

Rujuk keperluan standard klausa 7.1.1,  
dan Manual Kualiti, perkara 7.1.1 –  
penyediaan sumber kewangan

Klausa 7.1.1 ISO 9001:2015:  
Organisasi hendaklah menentu  
dan menyediakan sumber yang  
diperlukan bagi pengwujudan,  
pelaksanaan, pengendalian dan  
penambahbaikan berterusan SPK

Laporan peruntukan kewangan universiti kepada CQA sebagaimana Proforma Perjanjian Program bagi Tahun 2017 bagi Aktiviti Pusat Jaminan Kualiti yang telah diluluskan .

### PERUNTUKAN

a) Di bawah kawalan Ketua PTJ (Dasar Sedia Ada + Dasar Baru + *One-Off*)

		AGIHAN SETAHUN (RM)	%
P20000	Perkhidmatan dan Bekalan - Latihan Staf - Aktiviti Keselamatan/Kesihatan Pekerjaan - Program Khas PTJ - Persijilan SPK - Hari Q	46,250.00   125,000.00 20,000.00	6.5   17.5 2.8
P24601	Sewaan Komputer	2,250.00	0.3
P29399	Lain-lain Upahan	0	0
A30000	Aset	0	0
P50000	Bayaran-bayaran Lain	0	0
P52905	GST	1,500.00	0.2
	JUMLAH KECIL	195,000.00	27.2

## PERUNTUKAN KEPADA SPK 2017

**RM 125, 000.00**

### KEPERLUAN PERBELANJAAN SPK:

Bil	Perkara	Peruntukan Kewangan (RM)			
		QMS	ISMS	EMS	Jumlah
1.	Urusan Audit Pensijilan Peringkat Ketiga				
	<ul style="list-style-type: none"> <li>- merujuk quotation SIRIM (kerja mengaudit -pengangkutan udara &amp; penginapan (Bintulu), yuran tahunan dll)</li> <li>- Makan/minum tempoh audit</li> <li>- Cenderamata juruaudit</li> </ul>	70,000.00	20,000.00	25,000.00	115,000.00
		1200.00	800.00	1200.00	3200.00
2.	Urusan Audit Dalaman				
	<ul style="list-style-type: none"> <li>- Keperluan pengangkutan udara &amp; penginapan ke Bintulu</li> <li>- Latihan juruaudit</li> </ul>	-	1465.98	-	1465.98
		8000.00	3600.00	-	11,600.00
	<b>JUMLAH</b>	<b>79,200.00</b>	<b>25,865.98</b>	<b>26,200.00</b>	<b>131,265.98</b>

Mesyuarat Kajian Semula Pengurusan dimohon mengambil perhatian berhubung:

1. laporan mengenai **sokongan sumber kewangan UPM** yang diperuntukkan bagi aktiviti pensijilan ISO UPM yang merangkumi:
  - i) Urusan Audit Pensijilan Pihak Ketiga, termasuk caj audit, yuran tahunan dan keperluan pengangkutan & penginapan juru audit.
  - ii) Urusan Audit Dalaman, termasuk persediaan/latihan juru audit dalaman
2. Laporan MKSP 2018 akan mengambil kira **kecukupan sokongan kewangan**, sebagaimana keperluan standard, klausa 9.2.3 (d)