Our Ref: 9001-IAR/001

18 March 2013

INTERNAL AUDIT REPORT MEMORANDUM

To : Abdul Bhasith

From : Yip Yoke Fun

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES
INTERNAL AUDIT FOR SUPPORTING PROCESS

An internal Audit was conducted on 18 March 2013 by Yip Yoke Fun .

The scope of the audit reviewed the following procedure:-

Section: Computer Control (S12)

The audit was conducted in the office.

The findings of the audit are recorded on the attached questionnaire and no significant deficiency was noted.

YIP YOKE FUN

Verified by Audit Manager:

LOH FOOK YUEN

cc Directors
cc Internal Audit File

enc

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Project Title: SUPPORTING PROCESS	Date: 18/3/13 Project No.: -		
Procedures Audited: **Computer Control (S12)**	YES	YES BUT	NO
1. Maintain the system configuration record form for each workstation in the office?	✓		
2. Maintain the system service log record form for each workstation?	✓		
3. Maintain the user configuration record form for each user?	✓		
4. Maintain the plotters calibration report?	✓		
5. The CAD Leader shall verify the printout from the plotters every six months & submit to the network administrator?	✓		
6. Backup on the server every week?	✓		
7. Every workstation is protected by anti-virus software?	✓		

Comments:

Auditor Signature: [signature] Date: 18/3/13