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|  | logo%20ciast**JADUAL AUDIT KUALITI DALAMAN** | **BK-P04-01** |

**TAHUN : \_\_\_\_\_\_\_\_**

| **Bahagian/Unit** | **Perkara** | **Jan** | **Feb** | **Mac** | **Apr** | **Mei** | **Jun** | **Jul** | **Ogo** | **Sept** | **Okt** | **Nov** | **Dis** | **Catatan** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PPK/SPD/ PEM/PPL | PK-CIAST-T01 : Perancangan Latihan Kursus Modular |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPK/SPD/ PEM/PPL | PK-CIAST-T02 : Penerimaan, Permohonan, Pengesahan Kursus & Pencalonan Kursus Modular |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPK/SPD/ PEM/PPL | PK-CIAST-T03 : Rekabentuk Kajian Semula Kursus *Modular*  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPK/SPD/ PEM/PPL | PK-CIAST-T04 : Perbincangan, Penerimaan, Pengesahan &Pencalonan Kursus *Customised*  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPK/SPD/ PEM/PPL | PK-CIAST-T05 : Permohonan Pusat Bertauliah & Pendaftaran SKM/PC untuk Kursus *Customised* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPK/SPD/ PEM/PPL | PK-CIAST-T06 : Pengurusan Penyampaian Kursus *Modular & Customised*  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPK/SPD/ PEM/PPL | PK-CIAST-T07 : Maklumbalas Kursus *Modular & Customised*  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPK/SPD/ PEM/PPL | PK-CIAST-T08 : Pengurusan Persijilan Kursus *Modular & Customised* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPL/KEW/BKP | PK-CIAST-S01 : Pengurusan Perolehan Bekalan/ Perkhidmatan/ Kerja |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPL/PPK/ PEM/SPD | PK-CIAST-S02 : Pengurusan Penyelenggaraan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QMT/PKD | PK-CIAST-S03 : Kawalan Dokumen |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BKP | PK-CIAST-S04 : Pengurusan Rekod |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPL | PK-CIAST-S05 : Perancangan & Pengurusan Latihan Kakitangan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Perpustakaan | PK-CIAST-S06 : Pengurusan Perpustakaan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QMT/WP | PK-CIAST-P01 : Analisa Data & Kajian Semula Pengurusan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QMT/CCO | PK-CIAST-P02 : Pengurusan Aduan Pelanggan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QMT | PK-CIAST-P03 : Tindakan Pembetulan & Pencegahan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QMT/KPAD | PK-CIAST-P04 : Pengendalian Audit Dalaman  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BKP/KEW | PK-CIAST-P05 : Penyediaan Belanjawan Tahunan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QMT | PK-CIAST-P06 : Kawalan ke Atas Penyampaian yang Tidak Memenuhi Keperluan diTetapkan |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Tarikh Dicadang |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Tarikh Sebenar |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Disediakan oleh : |  |  |  |  |  |  | Diluluskan oleh : |
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|  | (Ketua Pasukan Audit Dalaman) |  |  |  |  |  |  | (Wakil Pengurusan) |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Tarikh : |  |  |  |  |  |  |  | Tarikh : |  |  |