

ISO 9001:2015 2025 Internal Audit Schedule

Kuching

Divisions and Processes	21 April – 25 April	13 – 17 October	Remarks
Corporate Communications Division			
a) Management Review Meeting	☒		
b) Internal Audit			
c) Control of Documented Information	☒		
d) Corrective Action	☒	☒	
e) Monitoring of Quality Objectives	☒	☒	
f) Analysis and Evaluation		☒	
g) Management of Customer Complaint	☒	☒	
h) Management of Risk	☒		
i) Management of Change		☒	
j) Management of Incoming and Outgoing Correspondences	☒		
k) Handling of Active and Closed Files	☒		
Finance Management Division			
a) Purchasing Control	☒	☒	
b) Selection and Evaluation of New Suppliers/Contractors	☒	☒	
c) Re-evaluation of Existing Supplier/Contractors			
Facility Management Division			
a) Scheduled Maintenance of Building Facilities, Park and Equipment	☒	☒	
b) Corrective Maintenance of Facilities	☒	☒	
c) Management of Work Environment		☒	
d) Corrective Maintenance of Equipment		☒	
e) Corrective Maintenance of Pustaka Park	☒	☒	

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Human Resource Division			
a) Staff Recruitment and Selection		☒	
b) Training	☒	☒	
Information Services Division			
a) Reference Services	☒	☒	
b) Membership Management	☒	☒	
c) Circulation Services	☒	☒	
Life-Long Learning and Information Literacy Division			
a) Management of User Education Programs	☒	☒	
Technical Services Division			
a) Acquisition of Library Materials	☒	☒	
b) Organization of Acquired Library Materials	☒	☒	
c) Receiving of Library Materials		☒	
Sarawakiana Division			
a) Acquisition of Legal Deposit Material	☒	☒	
Archives Management Division			
a) Transfer and Receive of Department/Agency Records and Archives		☒	
b) Reference of Department/Agency Records and Archives at State Records Repository	☒	☒	
Records Management Division			
a) Records Management Awareness Training Programme	☒	☒	
b) Appraisal & Disposal of Public Records		☒	
ICT Infrastructure Division			
a) Preventive Maintenance of ICT Systems		☒	
b) Enhancement of ICT Application System	☒		
c) Corrective Maintenance of ICT Systems	☒	☒	
Website Applications and Knowledge Management Division			
a) Maintenance of Website		☒	
b) Management of Organizational Knowledge		☒	

Learning and Knowledge Creation Division			
a) Management of High Aptitude Meeting Discourse (HAMeED) Program	☒	☒	
b) Management of Publication		☒	
Internal Audit Division			
a) Internal Audit - Operation	☒	☒	

Divisions and Processes	21 April – 25 April	13 – 17 October	Remarks
Corporate Management Division			
a) Corrective Action	☒	☒	
b) Purchasing Control	☒	☒	
c) Selection and Evaluation of New Suppliers/Contractors	☒	☒	
d) Management of Customer Complaint	☒	☒	
e) Scheduled Maintenance of Building Facilities	☒	☒	
f) Corrective Maintenance of Building, Facilities park and equipment		☒	
g) Management of Work Environment		☒	
Information Services Division			
a) Reference Services	☒	☒	
b) Membership Management	☒	☒	
c) Circulation Services	☒	☒	
Technical Services Division			
a) Acquisition of Library Materials	☒	☒	
b) Organization of Acquired Library Materials	☒		
c) Receiving of Library Materials		☒	
ICT Unit			
a) Preventive Maintenance of ICT Systems	☒	☒	
b) Corrective Maintenance of ICT Systems		☒	

Divisions and Processes	21 April – 25 April	13 – 17 October	Remarks
Corporate Management Division			
a) Corrective Action	☒	☒	
b) Purchasing Control	☒	☒	
c) Selection and Evaluation of New Suppliers/Contractors	☒	☒	
d) Management of Customer Complaint	☒	☒	
e) Scheduled Maintenance of Building Facilities	☒	☒	
f) Corrective Maintenance of Building, Facilities park and equipment		☒	
g) Management of Work Environment		☒	
Information Services Division			
a) Reference Services	☒	☒	
b) Membership Management	☒	☒	
c) Circulation Services	☒	☒	
d) Interlibrary loan		☒	
e) Management of User Education Programs		☒	
Technical Services Division			
a) Acquisition of Library Materials	☒	☒	
b) Organization of Acquired Library Materials	☒		
c) Receiving of Library Materials		☒	
ICT Unit			
a) Preventive Maintenance of ICT Systems	☒	☒	
b) Corrective Maintenance of ICT Systems		☒	