

EXECUTIVE SUMMARY

MALAYSIA PRODUCTIVITY CORPORATION (MPC) PROPOSAL FOR BOARD OF MANAGEMENT

1.0 Purpose

The purpose of this paper is to request approval from the Board of Management (BOM) on In-house Training for Quality Management System ISO 9001:2015 at Sedafiat Sdn Bhd.

2.0 Background

ISO 9001 is the international standard that specifies requirements for a quality management system (QMS). Organizations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements. It is the most popular standard in the ISO 9000 series and the only standard in the series to which organizations can verify. The benefits of ISO 9001 are not overstated, companies large and small have gained great benefits from using this standard by discovering cost and efficiency savings.

3.0 Objectives

The objective of this program is to strengthen the knowledge of the organization on ISO 9001:2015 implementation and risk management towards effective process improvement for Sedafiat Sdn Bhd.

4.0 Outputs

The expected outputs of the program will consist as follows:

- i. Physical Inhouse training; and
- ii. Revenue of RM 6,000.00. (Refer Project Agreement Letter *Attachment 1*).

5.0 Expected Outcomes

At the end of this program, the expected outcomes may include:

- i. To enhance better understanding on documentation of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018;
- ii. To guide an organization on how to integrate the implementation of ISO 9001:2015 implementation and risk management; and
- iii. To enhance better understanding on the foundation and requirement of ISO 9001:2015 and risk management.

6.0 Facilitator

The course will be facilitated by MPC's officer that is qualified and experienced Quality Management System ISO 9001 training and consultancy.

7.0 Proposed Course Content

The proposed course content for Sedafiat Sdn Bhd can be refer from the proposed schedule as *Attachment 2*.

8.0 Proposed Budget and Revenue

i. Proposed Budget

NO	ITEM	COST (RM)
1.	Promotional Items: - Face mask – RM10 x 30 x 2 days = RM600	600.00
	TOTAL	600.00

ii. Revenue

NO	ITEM	REVENUE (RM)
1.	2 days In-house Training	6,000.00

9.0 Approval from BOM

The approval of the Board of Management (BOM) is sought on In-house Training of Quality Management System ISO 9001:2015 at Sedafiat Sdn Bhd with an estimated expenditure of RM 600.00.

Prepared by:

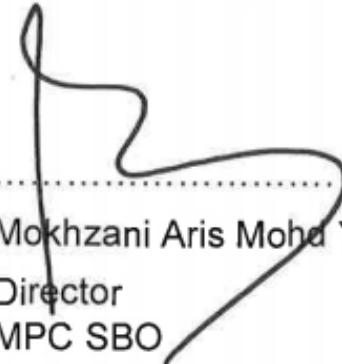


.....
Ingrid Ng Edy

Assistant Manager
MPC SBO

Date: 19/02/2021

Reviewed and Verified by:


.....

Mokhzani Aris Mohd Yusoff

Director
MPC SBO

Date: 19/02/2021