**CARTA PERBATUAN PERLAKSANAAN AKTIVITI-AKTIVITI MS ISO 9001:2008 PERPUSTAKAAN UNIVERSITI TEKNIKAL MALAYSIA MELAKA BAGI TAHUN 2014**

| Tahun/Bulan | Status | Jan '14 | | | | Feb '14 | | | | Mac '14 | | | | Apr '14 | | | | Mei '14 | | | | Jun '14 | | | | Julai '14 | | | | Ogos '14 | | | | Sept '14 | | | | Okt'14 | | | | Nov'14 | | | | Dis '14 | | | |
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| AKTIVITI | Minggu | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Pelaksanaan SPK Berdasarkan MS ISO 9001:2008 | *Plan* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pengumpulan Pencapaian Objektif Kualiti Perpustakaan 2013 | *Plan* | | | | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pengemaskini Dokumen: Manual Kualiti, Prosedur Kawalan Dokumen | *Plan* | | | | | 3-14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | 21-3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pengemaskini Dokumen: Prosedur Kerja | *Plan* | | | | | 3-14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permohonan Penambahan Skop Audit (Kampus Industri) Kepada SIRIM | *Plan* | | | | | | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | 21-3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Taklimat Kesedaran MS ISO 9001:2008 | *Plan* | | | | | | | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | 14 | | | | | | | | | | | | | | | | | | | | | | |
| Mesyuarat Semakan Pengurusan Bil.1/2014 | *Plan* | | | | | | | | | 4 | | | | | | | | | | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Audit Dalaman | *Plan* | | | | | | | | | | | | | 1-3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | 23-24 | | | | | | | | | | | | | | | | | | | | | | |
| Tindakan Pembetulan | *Plan* | | | | | | | | | | | | | | 4-11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | 25-11 | | | | | | | | | | | | | | | | | | | | | | |
| Mesyuarat Kajian Semula Pengurusan Bil.2/2014 | *Plan* | | | | | | | | | | | | | | | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | 16 | | | | | | | | | | | | | | | | | | | | |
| Audit SIRIM MS ISO 9001:2008 | *Plan* | | | | | | | | | | | | | | | | | | | 26-29 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | | 23-24 | | | | | | | | | | | | | | | | | | |
| Tindakan Pembetulan | *Plan* | | | | | | | | | | | | | | | | | | | 30-13 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Laporan Maklumbalas Kepada SIRIM | *Plan* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | 30 | | | | | | | | | | | | | | | | | | | | | | |
| Anugerah Pensijilan Semula MS ISO 9001:2008 | *Plan* | | | | | | | | | | | | | | | | | | | | | | | | | | | 14 | | | | | | | | | | | | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tamat Sijil MS ISO 9001:2008 | *Plan* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 11 | | | | | | | | Audit Univ | | | | | | | |
| | *Actual* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

: PERANCANGAN : PENCAPAIAN : TAMAT SIJIL