

Operation Process Procedure

Process Flow	Records	Responsible Person	Key Consideration/Remarks
	<p>Application Form</p> <p>Quotation Document</p> <p>Contract Agreement</p> <p>Agreement with Auditors & Conflict of Interest Declaration</p> <p>Stage 1 – Audit Plan</p> <p>Stage 1 – Audit Report</p>	<p>MM</p> <p>MM</p> <p>MM</p> <p>MM</p> <p>AM</p> <p>Assigned Auditors</p> <p>Assigned Auditors</p>	<p>Chief Executive (CE) Marketing Manager (MM) Audit Manager (AM)</p> <p>Consider the scope of the works is complied with the management system.</p> <p>Consider the experience and conflict of interest for Auditors</p> <p>Review by AM</p> <p>Review by AM</p>

Operation Process Procedure

Process Flow	Records	Responsible Person	Key Consideration/Remarks
	<p>Agreement with Auditors & Conflict of Interest Declaration</p> <p>Stage 2 – Audit Plan</p> <p>Audit Process 1. Conducting the opening meeting 2. Communication during the audit 3. Obtaining and verifying information, i.e. interview, review of documentation and records 4. Identifying and recording audit findings 5. Prepare audit conclusion 6. Conducting the closing meeting</p> <p>Stage 2 – Audit Report</p> <p>Approved Certification</p> <p>Report to client the certificate is invalid and re-certification is required</p>	<p>AM</p> <p>Assigned Auditors</p> <p>Assigned Auditors</p> <p>AM</p> <p>AM</p> <p>CE</p> <p>AM</p> <p>MM</p>	<p>Consider the experience and conflict of interest for Auditors</p> <p>Review by AM</p> <p>Review by AM</p> <p>Review and consider by CE & Board Members</p> <p>Same as Stage 2 auditing</p>