

Date 8 May 2018
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 Attention Syamsul Nizam Bin Azmee
 Company Personal Registration (Bumi Subsea Malaysia Sdn Bhd)

CONFIRMATION OF REGISTRATION

Thank you for selecting Neville-Clarke (M) Sdn Bhd as your training provider, and we acknowledged receipt of your registration form. Below are the details of the course you had registered. Please make a copy to the delegate(s) of this training.

Delegate(s) Name

1. Syamsul Nizam Bin Azmee

Course Details	
Course	CQI & IRCA Certified ISO 9001:2015 Lead Auditor (Quality Management Systems) Training Course (18030)
Trainer	Loh Shar Chih (CV as attached)
Date /Time	14/05/2018 (Monday) to 18/05/2018 (Friday) Day 1 to Day 3: Classroom sessions (9.00a.m. to 5.00p.m.) Evening Assignments (5.00p.m. to 7.00p.m.) estimate Day 4 : Live audit/case study (9.00a.m. to 5.00p.m.) Day 5 : Live audit recap and examination (9.00a.m. to 5.00p.m.) <i>Registration on Day 1 at 8.20am. Punctuality is required <u>and</u> 100% attendance is compulsory.</i>
Venue	St Giles The Gardens - Grand Hotel & Residences Skyview 1, Level 28 The Gardens, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur [location map as attached]
Course Fees	Training Fees : RM 3,800 6% GST : RM 228 Total Training Fees : RM 4,028
Mode of Payment	<ul style="list-style-type: none"> • Payment MUST be settled by Cash, TT or Company's Cheque to be made payable to Neville-Clarke (M) Sdn Bhd, prior to the commencement of the course • Bank account details (for TT or bank-in): HSBC Bank Malaysia Berhad A/C no: 301-293-767-001 (SWIFTCODE – HBMBMYKL) Important: Please fax us the bank-in slip for verification/record.

Meals	<ul style="list-style-type: none"> • 8.30am - Breakfast • 10.30am - Morning coffee/tea break • 12.30pm – one lunch • 3.30pm - Afternoon coffee/tea break <i>* Kindly notify if vegetarian food arrangement is needed</i>
Parking	Convenient Parking available at the hotel. Ticket must be validated to enjoy a flat rate as charged by the hotel. IMPORTANT : Kindly do not use Touch n Go when you enter the carpark as you will not be able to validate your parking ticket to entitle for flat -rate by the hotel (for hotel guests)
Others	<ul style="list-style-type: none"> • Kindly bring along your business card (if any). • You may also wish to bring along your jacket/ sweater to keep yourself warm as the air-con in the room is centrally controlled and can be quite cold.

COURSE PREPARATION AND PREREQUISITE

The CQI & IRCA requires participants to be familiar with the ISO 9001:2015 requirements and the following prior knowledge:

a) Management systems

- The Plan, Do, Check, Act (PDCA) cycle.
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continuous improvement.

b) Quality management

- The fundamental concepts and the seven quality management principles (see ISO 9000): Customer focus, Leadership, Engagement of people, Process approach, Improvement, Evidence-based decision making, Relationship management.
- The relationship between quality management and customer satisfaction.

c) ISO 9001

- Knowledge of the requirements of ISO 9001 and the commonly used quality management terms and definitions given in ISO 9000. The CQI & IRCA recommends participants complete a CQI and IRCA Certified ISO 9001:2015 Foundation (QMS) training or equivalent. Kindly enquire what courses are available for you.

By signing up for this course, you confirm that you have the above pre-requisite at the start of the course. You are required to answer the attached pre-course quiz as part of your early preparation. Kindly bring along the answers on day 1 of the training.

CERTIFICATE

In line with CQI & IRCA requirements, a Certificate of Achievement is awarded on the basis of full attendance, passing a written examination and elements of continuous assessment during the course.

The key elements that contribute to the continuous assessment element include:

- Levels of participation in activities, including live/simulated audit
- Contribution to class work
- Timekeeping

Any concerns regarding the above can and will be readily clarified by the trainer at the start of the course.

FOR OUT-OF-TOWN PARTICIPANTS

You are encouraged to seek accommodation close to the training venue. Please be reminded to bring appropriate clothing for live audit especially covered flat-heeled shoes (Note: simulated audit will be held in place of live audit where a hosting company is not available). You are allowed to use a hardcopy bilingual dictionary during the exam. Therefore, you are encouraged to bring one.

COPYRIGHT

- Intellectual property rights and copyright of the training materials shall remain with BSI Neville Clarke unless otherwise contracted. The Client shall not sell, duplicate, reproduce, lend, nor provide the materials provided to a third party for commercial use.
- We wish to highlight that "No recording of the training session is allowed unless otherwise contracted".

COURSE FEES/ CANCELLATION

- All payments must be made before the course starts. Kindly ensure full payment is made before the commencement of training as BSI Neville Clarke has the right to deny entrance for non-payment delegate(s). Original invoice will be handover to your delegate on the 1st day of the course. A scanned copy is sent to you prior to the course commencement.
- Once registration is confirmed, No Cancellation/Postponement/Withdrawal is allowed. The full course fee will be imposed in the event of Cancellation/Postponement/Withdrawal after registration is confirmed by BSI Neville Clarke. However, substitutions are allowed at any time.

REMINDER:

Application to PEMBANGUNAN SUMBER MANUSIA BERHAD (PSMB / HRDF) – SBL Scheme

Should be applying for training grants under SBL Scheme by the Human Resource Development Fund; it is advisable to do so at least 24 hours prior to the commencement of the course. Any application after the commencement of the training will not be accepted by HRDF.

Necessary supporting documents (**Course Synopsis and Tutor's CV**) for the application are enclosed.

BSI Neville Clarke reserves the right to make any amendments and/or changes to the course, venue and trainer replacements if warranted by circumstances beyond its control.

If you require further clarification on the above training, please do not hesitate to contact us. We hope you would enjoy the training and benefit much from it.

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