

# eGov JAMAICA LIMITED

Full System Audit

Internal Audit Report

## CONFORMITY REPORTS – HRM & ADMIN SUPPORTING SERVICES (HRM&A)

Audit of: HRM & Admin Supporting Services (HRM&A)	Auditor: Rodrick Ingram	Audit Criteria: ISO 9001:2015 Clause 8.1	Auditees:
<p>Audit Evidence:</p> <p>Job description &amp; approved post number from MoFPs. Permission to operate post from MoFPs. Approved organizational structure. Extract HRM Procedure Manual - Recruitment.docx</p>			
<p>Evaluation:</p> <p>Based on the evaluation of process step: Recruitment It was determined that the Enterprise Procurement Process was Meeting the requirements of the Public Procurement Act And the relevant ISO 90001 -2015 standard based on: A. interview with requisite managers [ ] and officers [ X ] B. documented information retained by the department [X ] Which is listed in the evidence column of the report.</p>			
<p>Effectiveness:</p>			

## CONFORMITY REPORTS – HRM & ADMIN SUPPORTING SERVICES (HRM&A)

Audit of: HRM & Admin Supporting Services (HRM&A)	Auditor: Rodrick Ingram	Audit Criteria: ISO 9001:2015 Clause 9.1.1a	Auditees:
<p>Audit Evidence:</p> <p>Divisional, Departmental and Individual workplan HRM procedure manual</p>			
<p>Evaluation:</p> <p>Based on the evaluation of process step: Monitoring, measurement, analysis and evaluation It was determined that the HRM &amp; Admin Supporting Services process was meeting the requirements of HRM Procedure Manual And the relevant ISO 90001 -2015 standard based on: A. interview with requisite managers [ ] and officers [X ] B. documented information retained by the department [X ] Which is listed in the evidence column of the report.</p>			
<p>Effectiveness:</p>			

## CONFORMITY REPORTS – HRM & ADMIN SUPPORTING SERVICES (HRM&A)

Audit of: HRM & Admin Supporting Services (HRM&A)	Auditor: Rodrick Ingram	Audit Criteria: ISO 9001:2015 Clause 7.4 Communication	Auditees:
Audit Evidence:			
Staff meetings and direct engagement.			
Evaluation:			
Based on the evaluation of process step:Communication It was determined that the HRM & Admin Supporting Services process was meeting the requirements of the relevant ISO 90001 - 2015 standard based on: A. interview with requisite managers [ ] and officers [X ] B. documented information retained by the department [X ] Which is listed in the evidence column of the report.			
Effectiveness:			

## CONFORMITY REPORTS – HRM & ADMIN SUPPORTING SERVICES (HRM&A)

Audit of: HRM & Admin Supporting Services (HRM&A)	Auditor: Rodrick Ingram	Audit Criteria: N/A	Auditees:
Audit Evidence:			
Six months and annual performance appraisal (PMS).			
Evaluation:			
Based on the evaluation of process step: Understanding the needs and expectations of interested parties It was determined that the HRM & Admin Supporting Services process was meeting the requirements of the relevant ISO 90001 - 2015 standard based on: A. interview with requisite managers [ ] and officers [X ] B. documented information retained by the department [X ] Which is listed in the evidence column of the report.			
Effectiveness:			

## CONFORMITY REPORTS – HRM & ADMIN SUPPORTING SERVICES (HRM&A)

Audit of: HRM &	Auditor: Rodrick	Audit Criteria: N/A	Auditees:
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Admin Supporting Services (HRM&A)	Ingram		
<p>Audit Evidence:</p> <p>Each position has a defined job description and there is also a defined recruitment process</p>			
<p>Evaluation:</p> <p>Based on the evaluation of process step: Determine Organizational Resources It was determined that the HRM &amp; Admin Supporting Services process was meeting the requirements of HRM Procedure Manual (Recruitment) And the relevant ISO 90001 - 2015 standard based on: A. interview with requisite managers [ ] and officers [X ] B. documented information retained by the department [X ] Which is listed in the evidence column of the report.</p>			
<p>Effectiveness:</p>			

## CONFORMITY REPORTS – HRM & ADMIN SUPPORTING SERVICES (HRM&A)

Audit of: HRM & Admin Supporting Services (HRM&A)	Auditor: Rodrick Ingram	Audit Criteria: ISO 9001 2015 clause 7.1.1a	Auditees:
<p>Audit Evidence:</p> <p>MOF approved organization structure (permanent and temporary positions).</p>			
<p>Evaluation:</p> <p>Based on the evaluation of process step: Staffing It was determined that the HRM &amp; Admin Supporting Services process was meeting the requirements of the relevant ISO 90001 - 2015 standard based on: A. interview with requisite managers [ ] and officers [X ] B. documented information retained by the department [X ] Which is listed in the evidence column of the report.</p>			
<p>Effectiveness:</p>			