

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

Audit of: HRM &	Auditor: Rodrick	Audit Criteria: ISO	Auditees:		
Admin Supporting	Ingram	9001:2015 Clause			
Services (HRM&A)		8.1			
Audit Evidence:					
Job description & ap	proved post number	from MoFPs. Permiss	ion to operate post		
	•	cture. Extract HRM Pr	' '		
Recruitment.docx	Ü				
Evaluation:					
Based on the evalua	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.					
Effectiveness:					

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Audit of: HRM &	Auditor: Rodrick	Audit Criteria: ISO	Auditees:	
Admin Supporting	Ingram	9001:2015 Clause		
Services (HRM&A)		9.1.1a		
Audit Evidence:				
Divisional, Departmental and Individual workplan HRM procedure manual				
Evaluation:				

Based on the evaluation of process step: Monitoring, measurement, analysis and evaluation It was determined that the HRM & 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.

Effectiveness:		

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Auditor: Rodrick

Audit Criteria: ISO

Auditees:

Audit of: HRM &

Admin Supporting	Ingram	9001:2015 Clause	
Services (HRM&A)		7.4 Communication	
Audit Evidence:			
Staff meetings and c	direct engagement.		
Evaluation:			
	•	Communication It was	
HRM & Admin Suppo		•	-
relevant ISO 90001 - :			
F		on retained by the dep	ertment [X] vvnich is
listed in the evidence	column of the report.		
Effectiveness:			
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CONFORMITT KE			IING SERVICES
[((HRM	,	
Audit of: HRM &	Auditor: Rodrick	Audit Criteria: N/A	Auditees:
· · · · ·	Ingram		
Services (HRM&A)			
Audit Evidence:			
Six months and annu	ual parformanaa appr	raigal (DMS)	
Evaluation:	ual performance appr	aisai (Pivis).	
L valuation.			
Based on the evalua	ation of process step.	Understanding the ne	eds and expectations
of interested parties It	·	•	•
process was meeting			
based on: A. interview	•		
information retained b			
the report.	,		
Effectiveness:			

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				l

Admin Supporting	Ingram		
Services (HRM&A)			
Audit Evidence:			
Each position has a process	defined job descriptio	n and there is also a	defined recruitment
Evaluation:			
was determined that the requirements of HRM 2015 standard based	ation of process step: the HRM & Admin Sup I Procedure Manual (F I on: A. interview with tion retained by the de the report.	pporting Services prod Recruitment) And the requisite managers []	cess was meeting the relevant ISO 90001 - and officers [X] B.
Effectiveness:			

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Audit of Trivi &	Auditor: Rodrick	Audit Chiena: 150	Auditees:
Admin Supporting	Ingram	9001 2015 clause	
Services (HRM&A)		7.1.1a	
Audit Evidence:			
MOF approved orga	anization structure (p	ermanent and tempora	ry positions).
Evaluation:			
Based on the evalua	ation of process step	: Staffing It was determ	nined that the HRM &
Admin Supporting Se	rvices process was i	meeting the requireme	nts of the relevant
		interview with requisite	0
		tained by the departme	ent [X] Which is listed
in the evidence colun	nn of the report.		
Effectiveness:			

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