



UM 7
Issue 1, 17 July 2018

**USER MANUAL FOR
CONFORMITY ASSESSMENT BODY (CAB)
(LAEP)**

Reviewed by:

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Date: 9 July 2018

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E-ACCREDITATION SYSTEM USER MANUAL FOR CONFORMITY ASSESSMENT BODY
(CAB) (LAEP)

(Issue 1, 17 July 2018)

Amendment Record

Page No.	Amd . No	Amendment	Reviewed by	Approved by	Date

Table of Content:

A) Acknowledgment By Cab/Laboratory.....	4
B) Inquiry Laep Feedback Response From Cab/Laboratory.....	6

A) ACKNOWLEDGMENT BY CAB/LABORATORY

1. Login as CAB / Laboratory (Lab)
2. Go to **My Task**, click **SAMM CT ASSESSMENT** to view task list.



Figure 1 : Laboratory Menu

LIST OF LABORATORIES FOR SAMM CALIBRATION TESTING					
ID	NAME OF LABORATORY	ASSESSMENT STAGE	STATUS	FILE REF NO/ASSESSMENT NO	ACCREDITATION NO
ID:2278/ APID:2253	MAKMAL FORENSIK MAMPU SDN BHD	COMPLIANCE	PENDING ACCEPT LAEP PANEL MEMBER BY CAB (MR. JEFFRY ISKANDAR - bob_sct)	JSM/AD-700/01/04/0540	NOT APPLICABLE

Figure 2: List of Task (Lab)

3. Click **PENDING ACCEPT LAEP PANEL MEMBER BY CAB** to proceed.

SELECTION OF LAEP PANEL		
Name of Laboratory	: MAKMAL FORENSIK MAMPU SDN BHD	
Location	: NO. 23, TINGKAT BAWAH, JALAN 15/48A SENTUL BOULEVARD, KUALA LUMPUR 51000 KUALA LUMPUR MALAYSIA	
File Ref. No	: JSM/AD-700/01/04/0539	
Meeting No	: 2013-0000	
Accreditation No	: NOT APPLICABLE	
Date	: 27/05/2013	
Time	: 10.00 AM	
Venue	: BILIK BINCANG 1, BAHU	
Agenda	: - EXPLANATION BY THE SCHEME MANAGER OR OFFICER IN CHARGE OF LABORATORY. - CONSIDERATION OF THE COMPLIANCE ASSESSMENT REPORT OF LABORATORIES AS FOLLOWS: MAKMAL FORENSIK MAMPU SDN BHD	
PANEL		
NAME	COMPETENCY	ROLE
BOEY HOR MENG	View Competency	Panel Member
HASNOL ZAKARIA ZAKARIA	View Competency	Panel Member
POON WAI LUM	View Competency	Panel Member
WAN RUKIMAN WAN MAMAT	View Competency	Chairman
Comment:		
<input type="text"/>		
<input type="button" value="NOT ACCEPTED"/> <input type="button" value="ACCEPTED"/>		

Figure 3: List of Task (Lab)

4. CAB/Lab will receive Suggested ARP Panel Member from Accreditation Officer to review.
5. Enter comment or remarks in **Comment** text area.

6. Click button if CAB/Lab want to reject any of the LAEP panel team members. CAB/Lab is required to give a valid reason. Fill in CAB/Lab reason in **Comment** text area and submit to the Accreditation Officer.
7. Click button if CAB/Lab accept the LAEP Panel team member and submit to the Accreditation Officer.

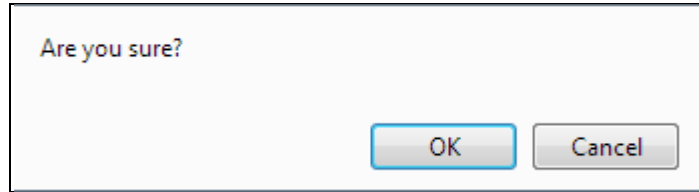


Figure 4 : Confirmation Message for Submission

8. Click to confirm submission or click to cancel submission.
9. Notification message will display for the next process.

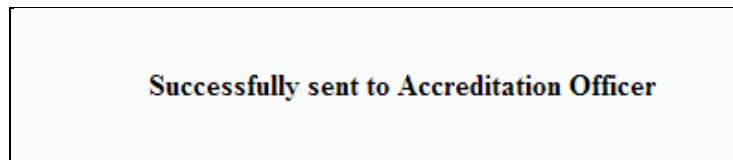


Figure 0 : Notification Message for next task

B) INQUIRY LAEP FEEDBACK RESPONSE FROM CAB/LABORATORY

1. Login as CAB / Laboratory (Lab)
2. Go to **My Task**, click **SAMM CT ASSESSMENT** to view task list.



Figure 6: CAB / Laboratory Menu

LIST OF LABORATORIES FOR SAMM CALIBRATION TESTING					
ID:2278/APID:2253	NAME OF LABORATORY	ASSESSMENT STAGE	STATUS	FILE REF NO/ASSESSMENT NO	ACCREDITATION NO
	MAKMAL FORENSIK MAMPU SDN BHD	COMPLIANCE	PENDING RESPONSE BY CAB (LAEP) (MR. JEFFRY ISKANDAR - bob_sct)	JSM/AD-700/01/04/0539	NOT APPLICABLE

Figure 7: List of Task (Lab)

3. Click **PENDING RESPONSE BY CAB (LAEP)** to proceed.

CONDUCT LAEP MEETING	
Name of Laboratory	: MAKMAL FORENSIK MAMPU SDN BHD
Location	: NO. 23, TINGKAT BAWAH, JALAN 15/48A SENTUL BOULEVARD, KUALA LUMPUR 51000 KUALA LUMPUR MALAYSIA
View Application	: <input type="button" value="View Application"/>
LAEP Meeting No	: 2013-0086
File Ref. No	: JSM/AD-700/01/04/0539
Accreditation No	: NOT APPLICABLE
Assessment Report	: <input type="button" value="View Assessment Report"/>
LAEP Report	: <input type="button" value="View"/>
Feedback	: <input type="button" value="Feedback"/>
Attendance List	: <input type="button" value="Choose File"/> No file chosen 1) attendance_list.docx [View] [Delete]
<input type="button" value="Submit to AO"/>	

Figure 8: LAEP Meeting Report

4. Click button to open LAEP feedback/enquiry form.

SKIM AKREDITASI MAKMAL MALAYSIA (SAMM)
 FEEDBACK FROM LAEP TO ASSESSORS / STANDARDS MALAYSIA

Objective : This form serves to capture clarification, feedback, comments, suggestion or useful information for improvement of STANDARDS MALAYSIA activity or its management system and operation.

Name of Laboratory : MAKMAL FORENSIK MAMPU SDN BHD
Programme :
File Ref No : JSM/AD-700/01/04/0539

- * LAEP Chairperson should complete this form;
- * This feedback form should be submitted to ADA who will discuss the issue with the SAMM Manager and / or Lead Assessor / Technical Assessor or the laboratory;
- * Where appropriate, LAEP may delegate to a member to review and close out the feedback;
- * In case of doubt, consult the Scheme Manager or the Director of Accreditation

FEEDBACK BY LAEP CHAIRMAN

Feedback : LAEP Panel feedback here
Feedback by LAEP Chairman : WAN RUKIMAN WAN MAMAT
Date : 16/07/2013

RESPONSE BY ACCREDITATION OFFICER

Comment : need a feedback response from Lead Assessor
Response by Accreditation Officer : SITI ROHAYA OMAR
Date : 16/07/2013

RESPONSE BY LEAD ASSESSOR

Response : Lead Assessor and assessment team responds here
 No file chosen
 1) LAEP_Feedback.docx [View]

Response by Lead Assessor : LUM KON WOON
Date : 16/07/2013

Figure 9 : LAEP Feedback

RESPONSE BY CAB

Response :

No file chosen

Response by CAB : MR. JEFFRY ISKANDAR
Date : 16/07/2013

Figure 10 : LAEP Feedback Form – Response by Laboratory

5. Fill in Lab response in **Response** text area.

6. Click button to upload any attachment if required.
7. Click button to save the information.
8. Back to LAEP Meeting report; click to submit LAEP feedback response to Accreditation Officer.

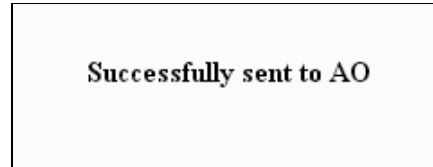


Figure 11: Notification for next task

9. Task will send to AO to verify CAB response, after verify AO can submit feedback response to LAEP Chairman by selecting **RESPOND TO CHAIRMAN**. Refer **Chapter 5.6 Response LAEP Feedback by Accreditation Officer** for details instructions.