



MALAYSIA REGISTER OF CERTIFICATED AUDITORS

Established by the Institute of Quality Malaysia (Reg. No. 2423 Selangor)

No.25-2, Plaza Danau 2, Jalan 5/109F, Taman Danau Desa, 58100 Kuala Lumpur.

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Dear Sir / Madam,

Re: Application for Quality System Auditors Registration Scheme

We thank you for recent inquiry made to us regarding the registration requirements for the Quality System Auditors Registration Scheme.

With this letter, we enclosed the QSARS application package as follows:

1. QSARS Application Form, MRCA PD 10, Rev 01-2011
2. QSARS Booklet for application, MRCA 001, Rev 01-2011
3. Audit Log, MRCA PD 11-1, Rev 01-2011
4. Quality Management System Auditing Experience Log, MRCA PD 11-2, Rev 01-2011

You may duplicate item 4 & 5 if you need more copies to fill in your details.

The MRCA Fees Schedule is listed on item 18.0, page 7 of 12, MRCA 001. Upon application, you need to send in appropriate amount for processing fees, together with RM 10.00 to help offset our package and postage fees. Cheque must be crossed and made payable to "MRCA – IQM". Please do not enclose any cash. The annual fees shall be requested only **after** the assessment of your application.

Before submitting your application to MRCA, please use the following list to review your application. The following items have been identified as consistently causing delays in processing because the applicant is required to provide clarification or submit additional information.

- Have you completed every applicable section of the application form (MRCA PD10), including your original signature and the date?
- Have you included a copy of your degree/diploma or equivalent documentation to verify education and a copy of the certificate that demonstrates successful completion of an approved training course?
- Has your application been reviewed and signed by your sponsor(s)?
- Have you retained a copy of your entire application package for your records?
- Have you included the appropriate payment (see Fee Schedule, MRCA 001 item 18.0)? Have you also included RM 10.00 package fees? If you have enclosed a cheque, is it made payable to the "MRCA- IQM"?
- Have you completed the Quality Management System Auditing Experience Form (MRCA PD 11-2) making sure to provide complete information, including the **name of the company audited, address, contact name, telephone number and fax number**?
- Have all audits been verified in the appropriate column with a printed name, telephone, fax number, and signature of your employer, the auditee contact, or the team leader (if someone other than yourself) or in the case of witnessed audits the log **must** be signed by the verifying auditor.

Thank you.

Yours sincerely,

Dr. Wong Wei Khiong
IQM President 2013/2015