



UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK

Ref. No:

UniKL/RCMP/QMS-01-01

Revision No:

02

MASTERLIST OF CONTROLLED DOCUMENT (INTERNAL)

Date:

1 August 2018

PROCEDURE					RECORDS			
No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
1.	UniKL/RCMP/QM-MNL	QUALITY MANUAL	01 July 2017	03	-	-	-	-
1.1	UniKL/RCMP/QM-LC	LEADERSHIP & COMMITMENT	01 July 2017	00	-	-	-	-
1.2	UniKL/RCMP/QM-QP	QUALITY POLICY	01 July 2017	01	-	-	-	-
1.3	UniKL/RCMP/QM-QO	QUALITY OBJECTIVES	01 July 2017	01	-	-	-	-
1.4	UniKL/RCMP/QM-CDA	CHART OF DATA ANALYSIS	01 July 2017	00	-	-	-	-
1.5	UniKL/RCMP/QM-IBP	INTERACTION OF BUSINESS PROCESS	01 July 2017	01	-	-	-	-
1.6	UniKL/RCMP/QM-PD	PROCESS DIAGRAM	01 July 2017	00	-	-	-	-
1.7	UniKL/RCMP/QM-COM	INTERNAL & EXTERNAL COMMUNICATION	01 July 2017	00	-	-	-	-

PROCEDURE					RECORDS			
No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
2.	UniKL/RCMP/QMS-01	CONTROL OF DOCUMENT	01 July 2017	01	- UniKL/RCMP/QMS-01-01 - UniKL/RCMP/QMS-01-02 - UniKL/RCMP/QMS-01-03	1. Masterlist of Controlled Document 2. Distribution of External Controlled Document 3. Amendment Instruction	01 July 2017 01 July 2017 01 July 2017	01 01 01
3.	UniKL/RCMP/QMS-02	CONTROL OF RECORD	01 July 2017	02	-	-	-	-
4.	UniKL/RCMP/QMS-03	INTERNAL QUALITY AUDIT	01 July 2017	01	- UniKL/RCMP/QMS-03-01 - UniKL/RCMP/QMS-03-02 - UniKL/RCMP/QMS-03-03	1. Audit Schedule 2. Audit Checklist 3. Corrective Action Request	01 July 2017 01 July 2017 01 July 2017	01 01 01
5.	UniKL/RCMP/QMS-04	CORRECTIVE & IMPROVEMENT ACTION	01 July 2017	01	- UniKL/RCMP/QMS-03-03 - UniKI/RCMP/QMS-04-01 - UniKL/RCMP/CA-04-02	1. Corrective Action Request 2. Record of Non-Conformity Report Improvement Request	01 July 2017 01 July 2017 01 July 2017	01 01 01

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No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
6.	UniKL/RCMP/QMS-05	MANAGEMENT REVIEW MEETING	01 July 2017	01	-	Minutes of Management Review Meeting	01 July 2017	01
7.	UniKL/RCMP/QMS-06	RISK & OPPORTUNITIES ASSESSMENT	01 July 2017	00	-	ROA Reports	01 July 2017	00
8.	UniKL/RCMP/QMS-07	CONTROL OF NON-CONFORMITY	01 July 2017	01	- UniKL/RCMP/QMS-07-01 - UniKL/RCMP/ QMS-07-02 - UniKL/RCMP/ QMS-04-01	1. Notice of Non-Conforming Work 2. Record of Non-Conforming Work 3. Record Non-Conforming Report	01 July 2017 01 July 2017 01 July 2017	01 01 01
9.	UniKL/RCMP/ FOM -01	PROCESSING RESULTS OF MBBS PROFESSIONAL EXAMINATIONS	01 July 2017	01	-	BOARD OF MEETING RESULTS ENDORSEMENT	01 July 2017	01
10.	UniKL/RCMP /FOM - 02	STUDENT APPEAL FOR CHECKING OF MBBS EXAMINATION RESULTS	01 July 2017	01	UniKL/RCMP/FOM-02-01	STUDENT'S APPEAL FORM	01 July 2017	01
11.	UniKL/RCMP/ /FOM -03	REGISTRATION FOR NURSING BOARD EXAMINATION	01 July 2017	01	-	NURSING BOARD FORM	01 July 2017	01

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No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
12.	UniKL/RCMP/FOM-04	SAFE-KEEPING OF NURSING BOARD EXAMINATION PAPERS	01 July 2017	01	-	NURSING BOARD FORM	01 July 2017	01
13.	UniKL/RCMP/FOM-01 (WI)	STANDARD SETTING FOR PROFESSIONAL THEORY EXAMINATION PAPERS	01 July 2017	01	-	-	01 July 2017	
14.	UniKL/RCMP/FOM-02 (WI)	STANDARD SETTING IN CLINICAL EXAMINATION	01 July 2017	01	-	TABULATED SCORE SHEET	-	
15.	UniKL/RCMP/FOM-03 (WI)	OBSERVED LONG CASE	01 July 2017	01	UniKL/RCMP/FOM-03-01 (WI)	THE OBSERVED LONG CASE PROFORMA	01 July 2017	01
16.	UniKL/RCMP/FOM-04 (WI)	VETTING OF PROFESSIONAL EXAMINATION QUESTIONS	01 July 2017	01	UniKL/RCMP/FOM-04-01 (WI)	EXAMINATION QUESTIONS SUBMISSION FORM	01 July 2017	01
17.	UniKL/RCMP/FOM-05 (WI)	CONDUCT OF OSPE/OSCE	01 July 2017	01	UniKL/RCMP/FOM-05-01(WI)	INVIGILATION REPORT FORM	01 July 2017	01
18.	UniKL/RCMP/FOM-06 (WI)	ACADEMIC YEAR CALENDAR	01 July 2017	01	UniKL/RCMP/FOM-06-01(WI)	-	-	-
19.	UniKL/RCMP-01	CLINICAL / PRACTICAL ATTACHMENT	01 July 2017	01	UniKL/RCMP-02-01	-	-	-
20.	Unikl/RCMP -02	APPROVAL OF COURSE LEARNING PLAN	04 Sept 2017	04	UniKL/RCMP-02-01	Course Learning Plan	04 Sept 2017	04

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21.	UniKL/RCMP -03	PEER EVALUATION OF TEACHING	04 Sept 2017	03	UniKL/RCMP-03-01	Peer Teaching Evaluation Checklist Form	04 Sept 2017	03
22.	UniKL/RCMP -04	NEW PROGRAMME DEVELOPMENT	04 Sept 2017	01	-	-	-	-
23.	UniKL/RCMP -01(WI)	MONITORING OF STUDENT ATTENDANCE	04 Sept 2017	03	-	-	-	-
24.	UniKL/RCMP -02(WI)	STUDENT MENTORING	04 Sept 2017	03	<ul style="list-style-type: none"> • UniKL/RCMP-02-01 (WI) Form 1(a) – 1(e) • UniKL/RCMP-02-02 (WI) Logbook (a) – (d) 	For FPHS and Nursing Programme <ul style="list-style-type: none"> • Mentee Personal Details, Form 1(a) • Mentor Mentee Agreement, Form 1(b) • Mentor Mentee Appointment, Form 1(c) • Mentor Mantee Probation, Form 1(d) • Mantee progress report, Form 1(e) For FOM <ul style="list-style-type: none"> • Logbook <ul style="list-style-type: none"> (a) Pre-clinical for Year 1 & Year 2 (b) Clinical Year 3 (c) Clinical Year 4 (d) Clinical Year 5 	04 Sept 2017	03

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No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
25.	UniKL/RCMP -03(WI)	SUPPLEMENTARY EXAMINATION	04 Sept 2017	02	UniKL/RCMP/AD/AS-03-02(WI) UniKL/RCMP-03-02(WI)	Add / Drop Subject Application Form Result Update Form	04 Sept 2017	02
26.	UniKL/RCMP -04(WI)	VERIFICATION OF STUDENT'S LIST UNDERGOING CLINICAL ATTACHMENT AT GOVERNMENT'S HOSPITAL & POLYCLINICS	04 Sept 2017	02	-	-	-	-
27.	UniKL/RCMP/FPHS-01	OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE)/ OBJECTIVE STRUCTURED PRACTICAL EXAMINATION (OSPE)	04 Sept 2017	03	-	-	-	-
28.	UniKL/RCMP/FPHS-02	ORDERING OF PERSONAL RADIATION MONITORING DEVICE (RADIOGRAPHY)	04 Sept 2017	02	-	-	-	-
29.	UniKL/RCMP/FPHS-03	RETURNING OF PERSONAL RADIATION MONITORING DEVICE (RADIOGRAPHY)	04 Sept 2017	02	-	-	-	-
30	UniKL/RCMP/ FIN-02	PAYMENT PROCEDURES FOR SALARY, EX-GRATIA & OTHER EMOLUMENTS	01 July 2017	02	UniKL/RCMP/FIN-04-A	Payment Voucher	01 July 2017	01

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No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
31.	UniKL/RCMP/ FIN-03	PROCEDURES OF PAYMENT FOR STAFF CLAIMS, HONORARIUM AND LOCAL PRECEPTOR	01 July 2017	01	1. UniKL/RCMP/FIN-01-A 2. UniKL/RCMP/FIN-03-A 3. UniKL/RCMP/FIN – 03-B 4. UniKL/RCMP/FIN-03- C 5. UniKL/RCMP/FIN-04- A	1.Petty Cash Voucher 2. Reimbursement Form Claim 3. Honorarium Claim Form 4.Local Preceptor Claim Form 5. Payment Voucher	01 July 2017	01
32.	UniKL/RCMP/ FIN-04	PROCEDURE OF PAYMENT TO SUPPLIERS / CREDITORS	01 July 2017	01	UniKL/RCMP/ FIN-04-A	Payment Voucher	01 July 2017	01
33.	UniKL/RCMP/FIN-05	PROCEDURES OF PREPARING OFFICIAL RECEIPT	01 July 2017	01	UniKL/RCMP/FIN-05-A	Official Receipt	01 July 2017	01

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34.	UniKL RCMP/PROC/PR-01	PURCHASING PROCEDURE	01 July 2017	04	UniKL RCMP/WI/PROC/F-01-02	Purchase Requisition Form	01 July 2017	04
					UniKL RCMP/WI/PROC/Q2/F-04	Quotation / Tender List Form	01 July 2017	04
					UniKL RCMP/WI/PROC/F-05	Supplier Selection Form Below RM20,000	01 July 2017	04
					UniKL RCMP/WI/PROC/F-07-01	Rekod Prestasi Pembekal	01 July 2017	04
35.	UNIKL/RCMP/AFMD – 001	REQUISITION OF RENTAL FACILITIES (PERMOHONAN SEWAAN FASILITI)	03 August 2018	01	AFMD/adm 001	Borang Tempahan Sewa Fasiliti	01 July 2017	01
36.	UNIKL/RCMP/AFMD – 002	REQUISITION OF STATIONERY/EQUIPMENT /FURNITURE FORM (PERMOHONAN ALAT TULIS/PERALATAN/ PERABOT)	06 August 2018	01	AFMD/adm 002	Requisition of Stationery/Equipment/ Furniture Form	01 July 2017	01
37.	UNIKL/RCMP/AFMD – 003	REQUISITION OF FACILITIES - VEHICLE (PERMOHONAN KEMUDAHAN KENDERAAN)	01 Aug 2018	03	UniKL/RCMP/ WI/FMU/F-02	Vehicle Requisition Form	01 July 2017	01
38.	UNIKL/RCMP/AFMD – 004	REQUISITION FOR COURIER SERVICE (PERMOHONAN PERKHIDMATAN KURIER)	06 August 2018	01	AFMD/amd 006	Courier Requisition Service Form	01 July 2017	01

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No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
39.	UNIKL/RCMP/ AFMD - 006	ASSET REGISTRATION & ASSET RECEIVING (PENDAFTARAN & PENGESAHAN PENERIMAAN ASET)	01 Nov 2018	02	AFMD/am (Lampiran A) AFMD/am (Lampiran B)	Senarai Utama Ringkasan Laporan Aset Senarai Utama Ringkasan Laporan Inventori	01 July 2017	01
40.	UNIKL/RCMP/AFMD - 007	MOVEMENT/TRANSFER OF ASSET (PERGERAKAN/PEMINDAH AN ASET)	06 August 2018	02	AFMD/am (TPA 6) AFMD/am (TPA 7) AFMD/am (Lampiran A) AFMD/am (Lampiran B)	Borang Pemindahan Aset Borang Pemindahan Inventori Senarai Utama Ringkasan Laporan Aset Senarai Utama Ringkasan Laporan Inventori	1 Nov 2018 1 Nov 2018 01 July 2017	02 02 01
41.	UNIKL/RCMP/AFMD - 008	DISPOSAL OF ASSET (PELUPUSAN ASET)	6 August 2018	02	AFMD/am (Lampiran 3) AFMD/am (Lampiran 4)	Borang Permohonan Pelupusan Aset UniKL (PPAI) Aset Borang Permohonan Pelupusan Aset UniKL (PPAI) Inventori	01 July 2017	01

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No			DATE	NO.			DATE	NO.
42.	UNIKL/RCMP/AFMD – 009	COMPLAIN PROCESS (PROSES ADUAN)	01 July 2017	03	UniKL/RCMP/md (016)	Helpdesk	01 July 2017	01
43.	UniKL/RCMP/PMTC/MPR-01	RECRUITMENT AND SELECTION	01 July 2017	02	-	Interview File	01 July 2017	02
					-	Interview Evaluation Sheet	01 July 2017	02
					-	Letter of Confirmation	01 July 2017	02
					-	Performance Appraisal for Confirmation Form	01 July 2017	02
44.	UniKL/RCMP/ PMTC/MPR-02	STAFF CONFIRMATION	01 July 2017	02	-	Letter of Confirmation	01 July 2017	02
					-	Performance Appraisal for Confirmation Form	01 July 2017	02
45.	UniKL/RCMP/PMTC/OD-01	PROCEDURES ON THE REQUESTED TRAINING PROCESS	01 July 2017	02	-	Training Requisition Form (RCMP/PMTCD/TR F 2016)	01 July 2017	02
						Employee Awareness Survey	01 July 2017	02

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46.	UniKL/RCMP/PMTC/OD-02	PROCEDURES ON TRAINING ASSESSMENT	01 July 2017	02	-	Programme Evaluation Form (UniKL/RCMP/HCD/OD/F-01-01)	01 July 2017	02
						Training Assessment Report (UniKL/RCMP/HCD/OD/F-01-02)	01 July 2017	02
47.	UniKL/RCMP/LP-03	RECEIPT OF LABORATORY ITEMS / LABORATORY EQUIPMENTS / FIXED ASSETS FROM SUPPLIER THROUGH PURCHASE ORDER	24 July 2018	02	RCMP/FOM/LP-04-01	Inventory Store Listing	09 May 2014	00
					RCMP/FOM/LP-03-03	Asset and Inventory Listing	09 May 2014	00
					RCMP/FOM/LP-03-01	'Birth Certificate'	09 May 2014	00
					RCMP/FOM/LP-03-02	Service / Repair Form	09 May 2014	00
					UniKL RCMP/WI/PROC/F-07-01	Rekod Prestasi Pembekal' form	2 Sept 2014	03

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No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
48.	UniKL/RCMP/WI/LAB-08	MAINTENANCE AND CALIBRATION FOR EQUIPMENTS / MACHINES USED AT TEACHING AND LEARNING LABORATORY	24 July 2018	02	UniKL RCMP/WI/PROC/F-01-02	Purchase Requisition Form'	13 July 2017	04
					RCMP/FOM/LP-03-02	Service / Repair Form	09 May 2014	00
					FROM VENDOR	PPM / Calibration Report	1 July 2017	01
						Calibration Equipment Masterlist	24 July 2018	
49.	UniKL/RCMP/LU-01	MATERIAL REQUEST FOR LAB/CLINICAL/PRACTICAL SESSIONS (LABORATORY INSTRUMENT/CHEMICAL/GLASSWARE AND CONSUMABLES ITEMS)	24 July 2018	03	UniKL/RCMP/LU-01-01	Material Request Form	01 July 2017	01
					RCMP/WI/FOM/LAB-01-01	Checklist for Practical Class	24 July 2018	01
50.	UniKL/RCMP/LIB/CO/02	LIBRARY BOOK/AV CHECK OUT PROCESS	19 March 2018	02	- - - - - (KOHA library system-online) - -	- Library cash log book: Late fine - Fee receipt - Circulation – Check Out - Work instruction (Payment of fine for late return)	01 July 2017 19 March 2018	01 02

PROCEDURE					RECORDS			
No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
51.	UniKL/RCMP/LIB/CI/03	LIBRARY BOOK/AV CHECK IN PROCESS	19 March 2018	02	- - - - - (KOHA library system-online) - UniKL/RCMP/LIB/M F-02 - -	- Library cash log book: Late fine - Fee receipt - Circulation – Check In - Misconduct Form - Work instruction (Payment of fine for late return)	01 July 2017 19 March 2018	01 02
52.	UniKL/RCMP/LIB/PH/04	LIBRARY BOOK/AV PLACE HOLD PROCESS	19 March 2018	02	- (KOHA library system-online)	Circulation – Place Hold	01 July 2017	01
53.	UniKL/RCMP/CD/ITD-01	IT HELPDESK	01 July 2017	01	- UniKL/RCMP/CD/ITD-01-01 - UniKL/RCMP/CD/ITD-01-02	1. Online Helpdesk Form 2. Internal Online Helpdesk Form	01 July 2017	01
54.	UniKL/RCMP/MeSRA-01	SELECTION AND ADMISSION OF STUDENTS	01 July 2017	01	-	1. List of Candidates With Entry Qualification 2. List of Selected Candidates For Interview 3. List Of Successful Candidates	01 July 2017	01

PROCEDURE					RECORDS			
No	DOC. NO.	TITLE	EFFECTIVE DATE	REV. NO.	REF. NO.	TITLE	EFFECTIVE DATE	REV. NO.
55.	UniKL/RCMP/CLD/ML-01	MARA LOAN APPLICATIONS	08 Sept. 2017	02	UniKL/RCMP/QMS-01-03	Borang Permohonan Pembiayaan MARA	06 June 2017	01
56.	UniKL/RCMP/CLD/PTL-02	PTPTN LOAN APPLICATIONS	08 Sept. 2017	02	UniKL/RCMP/QMS-01-03	Borang Permohonan Pembiayaan PTPTN	06 June 2017	01
57.	UniKL/RCMP/CLD/SHA-03	STUDENT HOUSING ADMISSION USING E-CITIE	01 July 2017	01	UniKL/RCMP/QMS-01-03	Student Data e-citie Student Housing Module	06 June 2017	01
58.	UniKL/RCMP/ CLS/PDA-04	POST-GRADUATE SERVICES	01 July 2017	00	-	-	-	-