

**REPORT OF CLIENT CHARTER'S ACHIEVEMENTS
PTJ: CENTRE FOR QUALITY**

No.	CLIENT CHARTER	FEBRUARY ACHIEVEMENT
		NUMBER
1	PTJ to receive announcement of ISO documentation changes not later than one (1) day prior to the effective date of the document	-
2	PTJ to receive the audit findings by the Certified Body within two (2) working days after the audit closing meeting	-
3	PTJ to received accreditation approval results within three (3) working days after the passage of senate minutes issued by senate secretariat	-
4	To inform the Cost Centre (PTJ) on the budget allocation approval for lab accreditation within five (5) working days after the notice of approval by Deputy Vice Chancellor (Research and Innovation) Office	-

EVEMENT FOR FEBRUARY 2020**LITY ASSURANCE**

VEMENT STATUS	JUSTIFICATION
PERCENTAGE	
100%	Announcement made on 6 February 2020 for the effective of documents on 7 February 2020 & announcement on 26 February 2020 for the effective of documents on 27 February 2020.
-	No reports for the current month (activity and reporting for Q4 2020)
-	No reports for the current month (no applications processed during the current month)
-	There are no reports for the current month (no application for laboratory accreditation process by PTJ)