

Faculty of Pharmacy

UiTM Puncak Alam Conducts Internal Audit to **UPHOLD EXCELLENCE**

By Dr. Nur Syamimi Ariffin

Edited by AP Dr Gurmeet Kaur Surindar Singh

An audit is an examination conducted by an organisation to evaluate its operations, records, and documentation to ensure accuracy, fairness, and adherence to standards. In Universiti Teknologi MARA (UiTM), such an audit is done to ensure compliance with the Quality Assurance and Enhancement Policy (QAEP) as well as with the standards set in the Quality Management System (QMS).

The Faculty of Pharmacy, UiTM Puncak Alam, conducted its internal audit from 9 until 11 of March, 2026 headed by Associate Professor Dr. Lim Siong Meng, the faculty's Head of Audit System.

This exercise was performed to evaluate compliance, operational efficiency, filing and documentation accuracy, and making sure the faculty are in a good place with their quality assurance. The audit took a few weeks of preparation, followed by two intensive days of active auditing, culminating in a final report that was passed to Dr. Nur Syamimi Ariffin, the Head of Quality Unit, Faculty of Pharmacy, UiTM for further actions.



A dedicated committee was formed prior to the audit exercise. Everyone was assigned with their primary responsibility to smooth the audit process, manage logistical requirements, and serve as the central point of contact between the auditors and auditees. In addition to this committee, the Quality Unit undertook a rigorous review of the existing files, particularly the Operational and Management Procedures. They ensured all necessary documentation, operational records, and evidence of compliance were updated, logically categorised, and readily accessible for the auditors to review upon arrival.



On the day of the audit, Professor Dato' Dr. Abu Bakar Abdul Majeed, the faculty dean formally opened the meeting, setting a transparent tone and addressing the faculty's commitment to institutional excellence, compliance, and operational integrity. This was followed by a specific briefing by the Head of Audit System, outlining the scope, criteria, and expected milestones of the audit to make sure everyone understood the process that would be applied. Subsequently, auditors conducted extensive interviews with key faculty and staff members, using a combination of document verification and direct personnel engagement. These interviews were to cross-reference the prepared documentation against day-to-day practices, verify processes, and identify any gaps in the workflow efficiency.

Once they completed the documentation reviews and interviews, the auditors prepared their reports and concluded their findings. All observations, compliance verifications, and identified gaps were compiled into an Internal Log document, where the official TeiCA report would be handed over to the Head of Quality Unit. She reviewed the findings, formulated the necessary corrective and preventive actions, and implemented improvements across the faculty once endorsed.