



**AUDIT & CERTIFICATION COMMITTEE [ACC]
TERM OF REFERENCE [TOR].**

ACC is established as per requirements of BQAS's 1st Board of Directors meeting held on 17-07-2023.

A. MEMBERSHIP

A five [5] member committee with the Audit & Certification Manager [ACD] as the Chairman. The other members are the Resident Director, The Managing Director is to sit in the committee as Ex-Officio member with no voting rights. With the three (3) top management of BQAS togetherwith two (2) senior internal auditors sitting in the ACC it demonstrates the importance of ACC and its roles in ensuring impartiality in carrying out its managements system certification activities, manages conflicts of interest and ensures the objectivity of its management system certification activities.

B. PURPOSE

The establishment of ACC is to observe the principles and requirements of conformity assessment which is to ensure that BQAS operate management system certification in a competent, consistent and impartial manner. This ACC which comes under the purview of the ACD, in most cases if not all, acts as a decision-making body for ACD. This process would ensure the presence of objectivity.

C. RESPONSIBILITY

1. Responsible for, and shall retain authority for, its decisions relating to certification, including the granting, refusing, maintaining of certification, expanding or reducing the scope of certification, renewing, suspending or restoring following suspension, or withdrawing of certification.
2. To jointly develop with the Internal Management Committee policies and establish processes and procedures relating to BQAS's operation.
3. Supervision of the implementation of the policies, processes and procedures of certification activities.
4. Ensuring impartiality and compliance to the requirements of conformity assessment.
5. Development of management system certification services and schemes.
6. Performance of audits and certification, and responsiveness to complaints.
7. Provision of adequate competent resources for certification activities.
8. To ensure meeting the process requirements.



BQAS Certification (M) Sdn Bhd (1179994-x)

D. TERM

The term of ACC shall be for a period of two [2] years commencing immediately and ends on the day of 1st Meeting of BQAS Shareholders after 30th June, 2025.

SIGNED :

Dr Alexander Kiew Sayok
551223-13-5203
Managing Director

Robert Tella Gunjom
600428-13-5643
Resident Director

Retan Anak Giah
560411-12-5141
Audit & Certification Manager