



**INTERNAL MANAGEMENT COMMITTEE [IMC]
TERM OF REFERENCE.**

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

TERM OF REFERENCE [TOR].

A. MEMBERSHIP

A three [3] member committee of Full-Time Directors comprising of; The Managing Director, The Audit & Certification Director and The Resident Director. The IMC is headed by the Managing Director.

B. PURPOSE

A committee of Full-Time Directors working together as a team, sharing responsibilities and making decisions jointly. It acts as advisory body to the Managing Director in managing and safeguarding BQAS to effectively fulfilling its objectives to observe the principles and requirements as contained in ISO/IEC 17021-1:2015 and any other requirements issued by MPOCC and other relevant agencies concerned from time to time. IMC shall ensure that no one individual shall have full authority in making decisions on any major issues.

C. RESPONSIBILITY

1. To ensure that everything is done to support BQAS' vision, purpose and aims.
2. To establish fundamental values, ethical principles and taking major strategic decisions jointly
3. To jointly develop with the Audit & Certification Committee policies and establish processes and procedures relating to BQAS's operation.
4. To supervise the implementation of policies, processes and procedures except that relates to certification activities which comes under the responsibility of Audit & Certification Director.
5. To harmonize controls that comply with multiple regulations, requirements and principles.
6. To plan activities in an organized and concerted manner.
7. To track and remediate deficiencies as required of an Accredited Certification Body.
8. Contractual arrangements, supervision of finances and provision of adequate resources for certification activities.



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

D. TERM

The term of IMC 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
551223-13-5203
Managing Director

Robert Tella Gunjom
600428-13-5643
Resident Director

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