



Contact

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Address

Seksyen 13, Shah Alam, Selangor

Education

Bachelor of Applied Science (Analytical Chemistry)

Universiti Sains Malaysia | 2005 - 2010

External Training

- Legal Requirements Complementing To MS ISO 37001:2016 Anti Bribery Management System – For Certification Body Y2022
Malaysia Anti-Corruption Academy | 2022
- Certificate in Safety & Health Officer
FMM Institute | 2018
- Chain of Custody Auditor Training
PEFC | 2017
- MPISO Auditor Training Course
SGS | 2017
- ISO 9001:2015 & ISO 14001:2015 Internal Auditor Training
TQEHs Consulting | 2017
- The 2016 MQA & I QA International Seminar on Quality Assurance of Higher Education
MQA | 2016
- IRCA Certified ISO 9001:2015 Auditor / Lead Auditor Training Course
NevilleClarke | 2016
- ISO 9001:2015 Strategic Approach to Risk-Based Thinking
NevilleClarke | 2016
- Introduction of Construction Site Safety Management
TIJ Consultants Sdn Bhd | 2016
- 5S Housekeeping-Awareness & Implementation Training
SGS | 2014
- Internal Audit of ISO 9001:2008 QMS
Nexus Tac | 2013

Mohamad Hazwan Bin Zailan

Lead Auditor

Experienced auditor focused on improving business compliance, workflow and processes through detailed audits and optimization recommendations. Successful track record of fully evaluating information, structures and procedures and initiating corrective actions.

Experience

Oct 2017 - Present

SGS Malaysia Sdn Bhd | Certification Company Lead Auditor

Responsible to represent SGS to prepare, plan and lead assessments including surveillance audit on clients' Management System to ISO9001:2015, EOMS 21001:2018 etc. Execute assessment in a professional manner to ensure SGS's integrity and impartiality is maintained.

- Responsible for providing as a resource person for external training of various management system programs.
- Prepare audit plan, audit summary report and follow up regarding the findings raised (NC, opportunity for improvement).
- Lead the opening meeting to present the audit plan, audit objectives etc.
- Perform audit according to the standard and internal procedure which covered the related process e.g. manufacturing, construction, service, admin (Purchasing, Human Resource), risk based thinking, management process, warehouse/store, quality assurance/control, sales and marketing etc. The process audit is different according to the scope applied by the organizations.
- Present the findings during the closing meeting and follow up the audit findings – Nonconformance/Opportunities of improvement raised.

May 2017 - Sept 2017

DP Architects Sdn Bhd | Architecture Firms Executive, Quality Assurance

- Plan and execute internal audit plan for KL and JB office
- Carry out customer feedback
- Plan and execute appraisal of consultant, contract & contracted service
- Recommend improvement/ corrective/ preventive measures for MR's consideration
- Maintain certification for ISO 9001:2015 & ISO 14001:2015
- Review and streamline procedures for ease of use
- Review standard of current QA processes and results
- Yearly review of Project & Department KPI setting
- Prepare audit plan, audit results, suggestion of improvement & corrective/ preventive measures
- Ensure that service provision which does not conform to service requirement is identified and controlled to prevent unintended use
- Conducts Internal training
- Collate feedback from various liaisons and propose improvement
- Prepare Internal Audit analysis and propose improvement
- Prepare contractor and consultant appraisal analysis
- Analyze data collected from audits and summarize findings
- Maintain records in accordance with procedure for Audits and evidence of conformity
- Maintain current list of approved Consultant/ Contractor/ Supplier
- Prepare Customer feedback analysis and propose improvement

Mar 2015 - April 2017

Universiti Tun Abdul Razak | Education Executive, Quality Assurance

Responsible to assist Management Representative in carrying out his/her duties including to ensure all necessary Quality Management System (QMS) processes are established, implemented and maintained.

- ISO 9001:2008 & ISO/TS 16949:2009 Awareness Training
Red Leaves | 2012
- Process Control Measurement & Calibration
FMM Institute | 2011
- Document and Record Control
Internal Mahsing Group Training | 2011
- Executive Development Programme (Advance Level)
Richmark Training Sdn Bhd | 2011
- Teknik Kawalan Kualiti Untuk QC
FMM Institute | 2011
- Executive Development Programme (Beginner - Personal Development)
Richmark Training Sdn Bhd | 2010

Adhoc Training

- ISO 21001:2018 Awareness training and Overview of Malaysia Higher Education Legislation and related Regulations
SGS Academy | 2021
- ISO 45001:2018 Occupational Health and Safety Management Systems Auditor/Lead Auditor Training Course
SGS Academy | 2019

Strengths

- Willing to learn and explore new things, meeting new prospects, performing under pressure, and displaying prominent leadership qualities.
- Helpful and friendly, as well as easy to deal with people.
- Trustworthy, positive attitude, responsible, patient and dedicated to the works assigned.
- Diligent and able to work long hours.

Awards

- Auditor of Choice 2023
- High-Utilization Auditor Award 2023

Reference

- Mr Zaimie Bin Harun
Certification Manager
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zaimie.harun@sgs.com
- Mr Zakwan Harith Bin Nordin
Lead Auditor of SGS Malaysia Sdn Bhd
+60173168488
zakwannordin@gmail.com

- Responsible to review changes to QMS and pre-existing documents for adequacy to quality requirements.
- Responsible to review the QMs against criteria for international accreditation and gradually improve the system.
- Responsible for planning and overall organization Management Review Meeting.
- Responsible to plan and coordinate internal and external quality audits.
- Responsible to liaise with External Auditors for certification of Quality Management System (QMS)
- Responsible to lead investigation and root cause analysis for NCR from external audits.
- Responsible to ensure compliance to QMS requirements by using appropriate monitoring and measurement practices.
- Responsible to coordinate meetings and activities of Quality Management Committee.
- Responsible to ensure corrective and preventive actions are duly taken wherever, whenever appropriate.
- Responsible to organize training in regard to quality in general and the QMS.
- Responsible to inculcate awareness on quality matters through campaigns and regular communications.
- Responsible to collect data and do the analysis on customer satisfaction survey.

Sept 2014 - Feb 2015

Glenmarie Properties | Real Estate Developer
Executive, Quality Assurance

- Assist overall site implementation in Quality Management and Quality Control
- Maintain the OHSAS 18001:2007, EMS 14001:2004, ISO 9001:2008, (Integrated Management System)
- Ensure all certification audits are carried out smoothly.
- Maintain and update the documentation system periodically.
- Comply and adhere to company policy and take care of company interest and properties.
- Checking Defects for finish product.
- Planning or Internal IMS audit.

Aug 2012 - Aug 2014

Mah Sing Group Berhad | Real Estate Developer
Executive, ISO

- Assist overall site implementation in Quality Management System (QMS) and Quality Control.
- Perform any system audit which is required from time to time.
- To set QMS compliance objectives and ensure all objective are achieved.
- Understand QMS standards and clearly defined quality method for all staffs.
- Promote the awareness in the Quality Manual and Standard Procedure.
- Reviewing Project Quality Plan (PQP).
- Ensure Quality Procedures are properly implemented and evaluated.
- Identify relevant training related to Quality Process and Management.
- Ensure all certification audits are carried out smoothly.
- Maintain and update the documentation system periodically.
- Comply and adhere to company policy and take care of company interest and properties
- Conducts training related to the Quality Management System such as Induction, Procedure training and document records training.

Dec 2010 - July 2012

ROVSKI Sdn Bhd | Sealants & Adhesive Manufacturers
Executive, Quality Assurance

- Perform technical service to customer regarding the Quality of the sealant in the actual implementation.
- Assist QA Technician to do analysis for the incoming, in process and for the finish product.
- Assist QA Technician during the quality checking on the product such as viscosity checking, specific gravity, non-volatile content and shear strength.
- Monitor and perform online checking for the stamping and twin-head machine
- Responsible to do investigation report regarding any complaints of the product quality.
- Responsible to handle customer complaint.

March 2010 - Nov 2010

Greenwell Ester Sdn Bhd | Food Additives / Emulsified Manufacturers
Chemist / QC

- Responsible to do analysis for raw material, intermediate and finish product.
- Responsible to do monthly report for Stock take, product flow inventory, packaging material and raw material.
- Responsible to do the Certificate of Analysis for each finish product.
- Involved in initial stage during the application for QMS certification.