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**SIRIM QAS International Sdn. Bhd.**

**PROCEDURE ON COMPLAINT HANDLING**

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Signature 	Signature 
Date 27/02/2023	Date 27/02/2023



# Common Quality System Procedure

## PROCEDURE ON COMPLAINT HANDLING

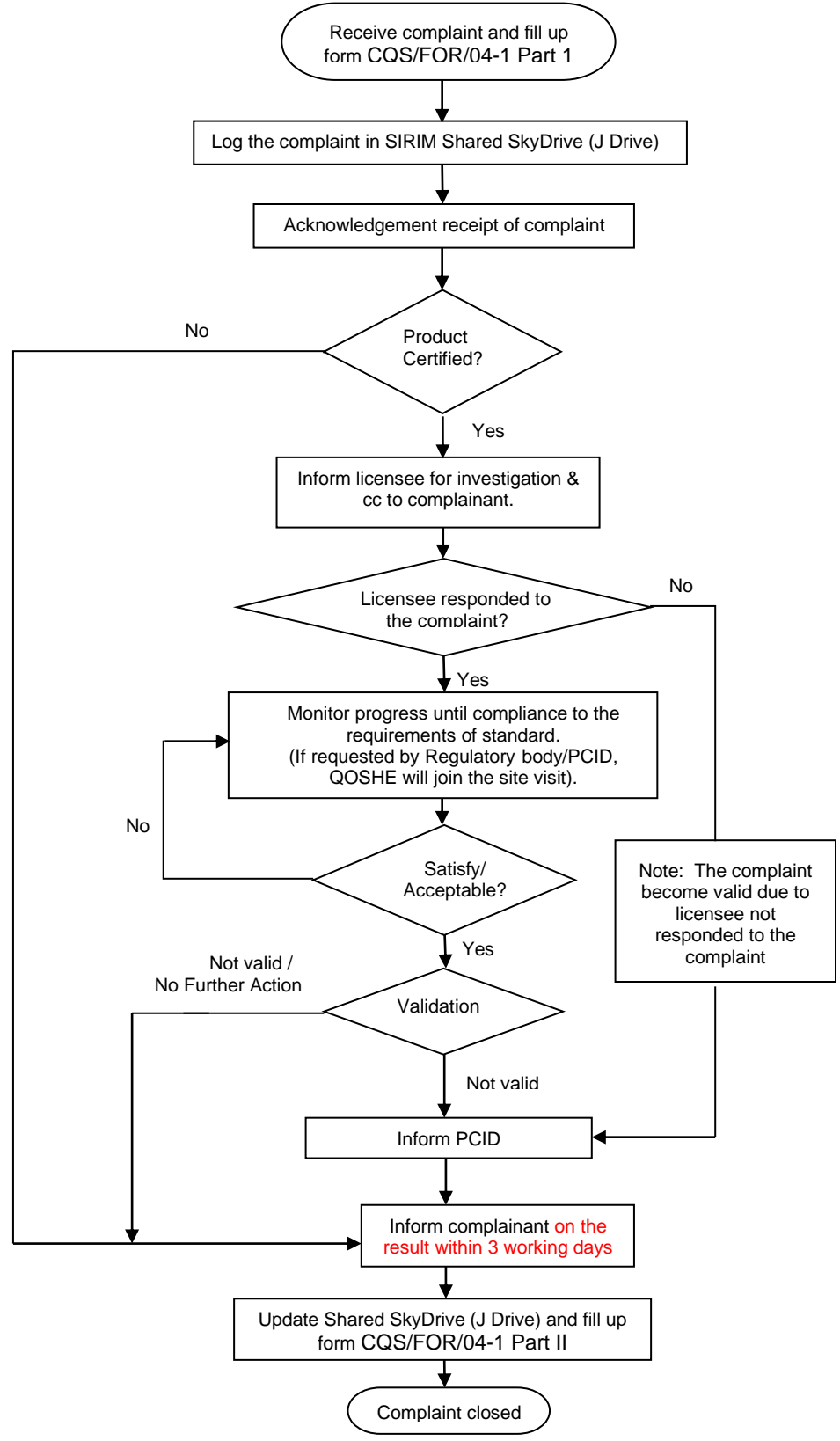
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### Complaint on Type 1 and Type 5 (Product Certification)





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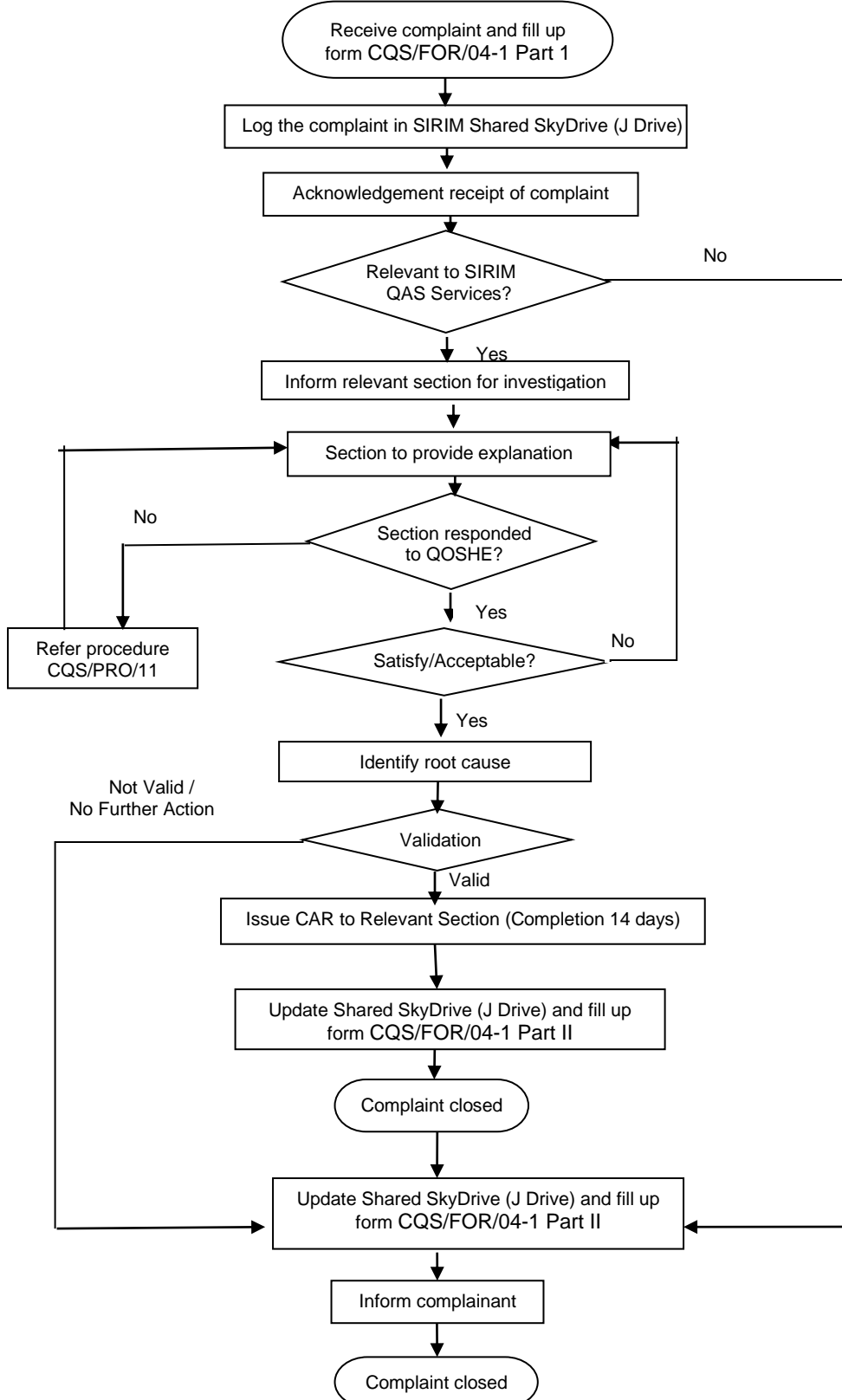
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### Complaint on SIRIM QAS International Service





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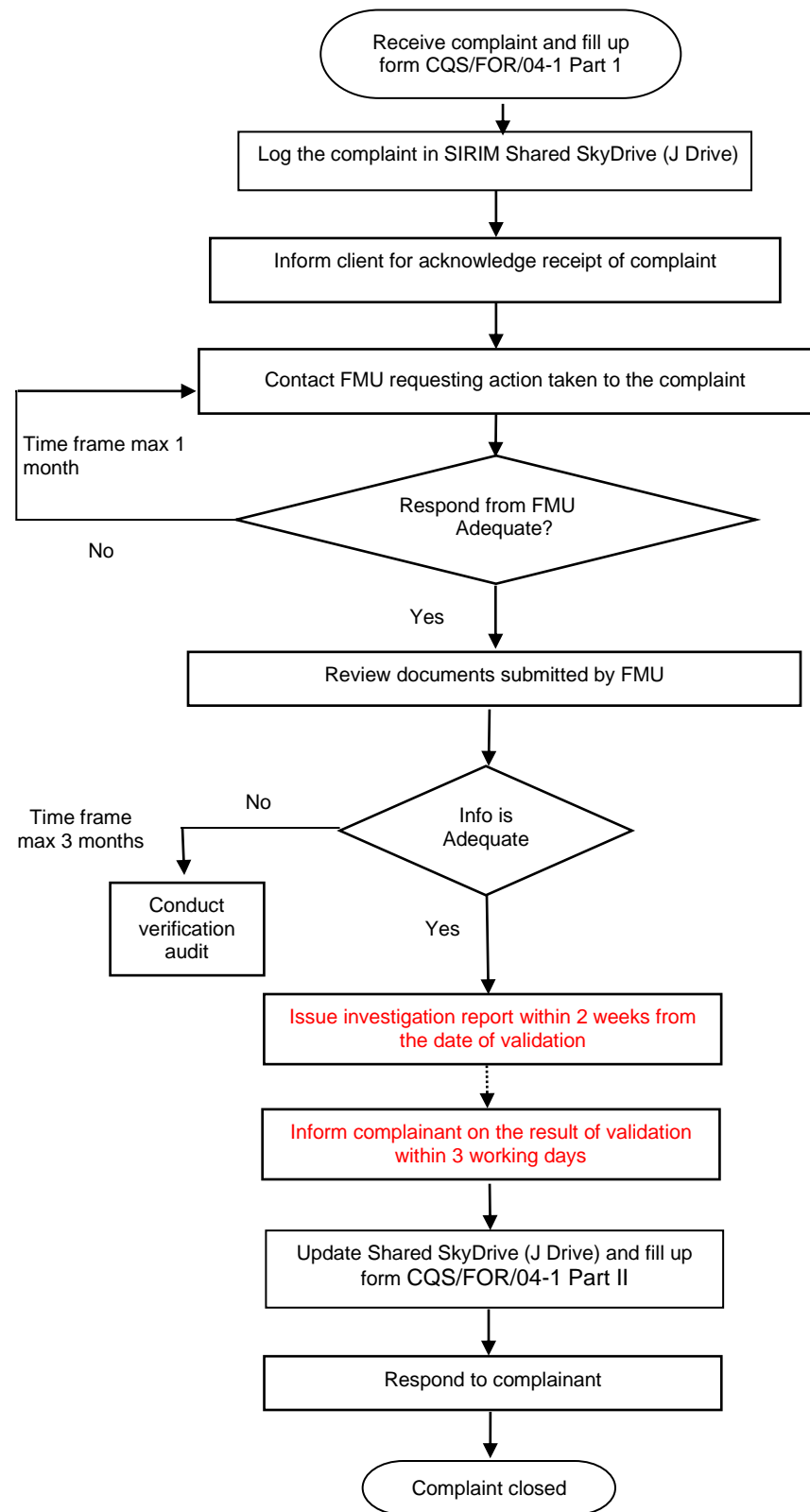
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### Complaint on client certified under Forest Management System (FAF)





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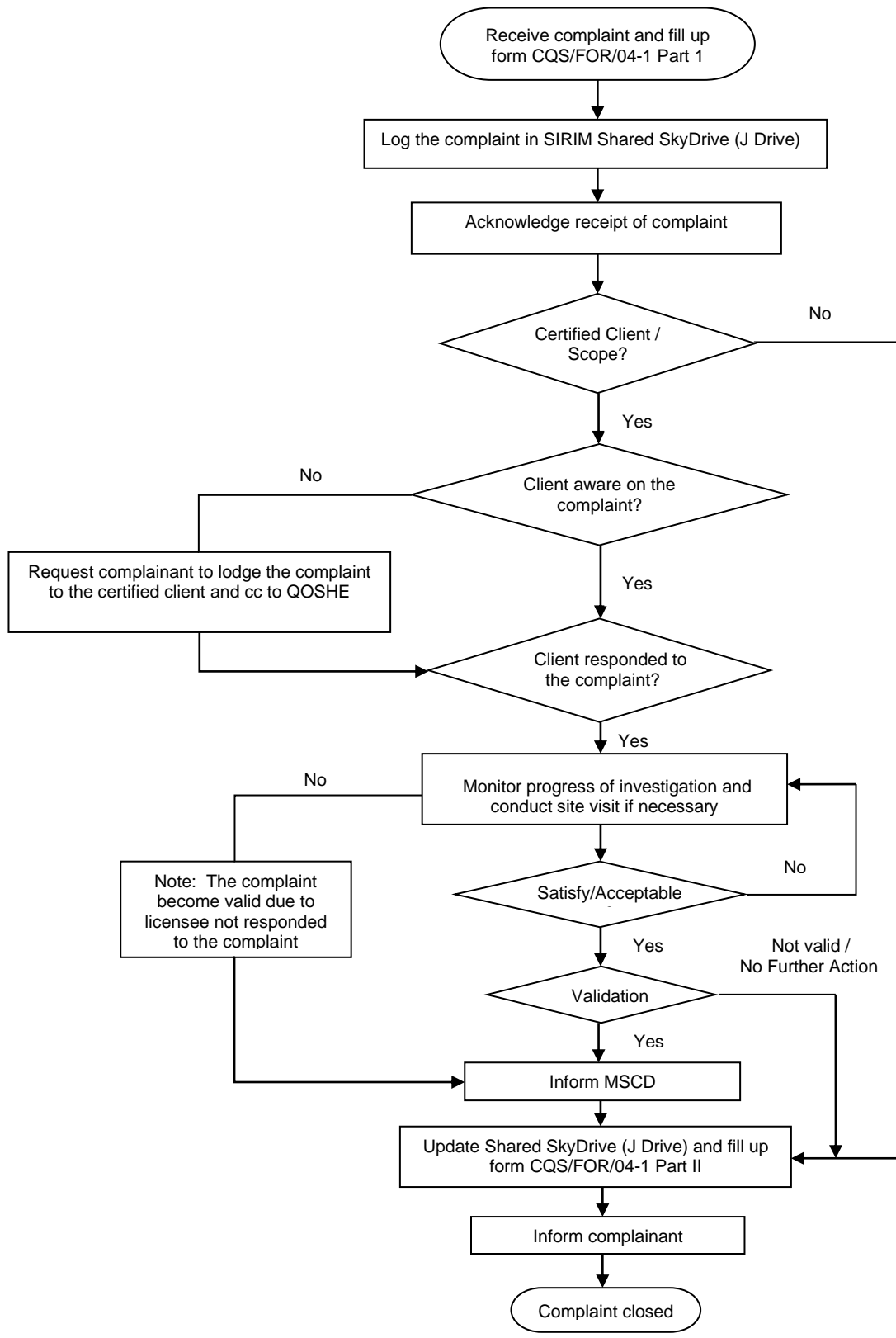
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### Complaint on client certified under management system (MSCD)





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#### 1.0 PURPOSE

1.1 To define how complaints are handled within SIRIM QAS International Sdn. Bhd.

#### 2.0 SCOPE

2.1 This procedure is applicable to all complaints from external client directed against the services provided by SIRIM QAS International Sdn. Bhd., its sub-contractors and its licensees.


2.2 This procedure shall be made available to the public.

#### 3.0 REFERENCES

3.1	SQAS/QM	Quality Manual
	CQS/PRO/11	Procedure for Issuance of NCR to Staff
	ePCS/PRO/02	Procedure for Maintaining Certification
	CQS/PRO/10	Handling of Non-Conformities

#### 4.0 DEFINITIONS

Complaint	<ol style="list-style-type: none"><li>1. Written feedback regarding failure of certified product under Product Certification and Certified Client under Management System of SIRIM QAS International Sdn. Bhd.</li><li>2. Written objection or disagreement involving the services provided by SIRIM QAS International Sdn. Bhd. and its sub-contractors.</li><li>3. Written objection against registered SIRIM QAS International Sdn. Bhd. licensees over incorrect references or misleading use of certification marks or reference to certification and to the services provided under the scope of certification.</li></ol>
Licensees	Companies which are certified under the various schemes operated by SIRIM QAS International Sdn. Bhd.
Services	Inspection services and certification services such as product certification, quality systems, environmental systems etc provided by SIRIM QAS International Sdn. Bhd. and its sub-contractors.
External client	a customer of a product or service who is not an employee or part of the company that supplies it

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## 5.0 Details of Procedure


### 5.1 Receipt of Complaint

	<b>Action</b>	<b>Responsibility</b>
5.1.1	All complaints shall be directed to the QOSHE Section of SIRIM QAS International Sdn. Bhd. as an independent party in handling of complaint.	All Sections
5.1.2	Note down the particulars of the complaint (including those received from ECHS, walk-in, email, letter) in Complaint Report Part One (CQS/FOR/04-1).	QOSHE
5.1.3	Record the particulars of the complaint received in the Complaint Register in Shared Drive (J Drive).	QOSHE
5.1.4	Write to complainant whenever possible to acknowledge receipt of complaint immediately once received. If the acknowledgement of complaint is sent by email, copy to be cc to Head of QOSHE (Appendix 1 – formatted acknowledgement). The acknowledgement shall be responded within 24 hour.	Executive of QOSHE
5.1.5	Complaint received through ECHS will be automatically replied by ECHS and escalated to QOSHE Head by Customer Experience Team.	GL ECHS
5.1.6	For complaint on faulty product, check from the eSCIS or eCEE(Electrical Consignment) and LMS on the status of the certification. If the product is not certified, the complainant will be informed in writing and the case will be closed. If the product is certified by SIRIM, go to step 5.2.1.1 (Type 5) or 5.2.2.1 (Type 1)	QOSHE

## 6.0 Complaint on Certified Product

### 6.1 Validation (for Type 5 certification)


6.1.1	Get all the related information and evident pertaining to the complaint as to validate the complaint. Failure to receive respond from complainant or failure to obtain sample for verification within 2 months after several follow ups been made, complaints may be closed without further action. Upon receive of complete information, inform manufacturer / licensee to attend on the complaint and cc to the complainant. Monitor the progress of the	QOSHE
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investigation by manufacturer / licensee until licensee demonstrate compliance to the requirement of standard and copied to the complainant to ensure transparency. Get feedback from complainant on the action taken by manufacturer.

- |       |   |       |
|-------|---|-------|
| 6.1.2 | If the action taken by manufacturer/licensee is acceptable, QOSHE as a third party which not involve in certification process to decide either the complaint is valid or not valid. If the complaint is considered as valid, the case shall be forwarded to PCID for their next action.   | QOSHE |
| 6.1.3 | If manufacturer/licensee did not attend to the complaint, the complaint is considered as valid and PCID shall be informed accordingly.  | QOSHE |
| 6.1.4 | <p>The validation process shall be conducted as follows:</p> <p>i) <u>Complaint from the Government Authority:</u><br/>QOSHE Executive may use fresh sample (unused sample preferably from the same batch) provided by them.</p> <p>ii) <u>Complaint from the public / individual:</u><br/>QOSHE Executive shall find fresh sample from market and shall not use sample provided by the complainant.</p> <p>Repeated complaint may be considered valid without testing.</p> |       |
| 6.1.5 | In cases where the same model is no longer available in market, QOSHE shall notify the licensee for their further action and inform relevant certification section.   | QOSHE |
| 6.1.6 | If the product cannot be found in the market, samples shall be taken from site (unused sample is preferable) or from the manufacturer for testing. Sampling at factory shall be done unannounced. For sampling at factory, cooperation from PO from section will be needed and shall be accompanied by QOSHE representative to maintain impartiality.   | QOSHE |
| 6.1.7 | If necessary, a site visit shall be conducted. During the process of obtaining the information and evidence, it is preferably conducted by two officers to avoid potential of threats and bribes. Otherwise the process shall clearly report and justify the control measure in the complaint report.   | QOSHE |



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- 6.1.8 For complaint on product that has been damaged/destroyed that the manufacturing date/batch number cannot be traced, conduct market surveillance to find fresh sample preferably of the same batch/manufacturing or the nearest possible. QOSHE
- 6.1.9 Sent the sample for testing on clauses related to the complaint. Advice from person-in-charge for certification shall be sought if necessary. QOSHE
- 6.1.10 From the test/verification result, if the product comply with the standard requirements, the complaint is considered as not valid and complainant shall be informed in writing. QOSHE
- 6.1.11 On the other hand, if the product not comply with the standard requirements, the complaint is considered as valid and shall be forwarded to PCID/TSD for further action. QOSHE
- 6.1.12 For cases where judgement on product compliance cannot be done by test result alone, opinion from respective section shall be sought. QOSHE/  
Relevant  
Section
- 6.1.13 **QOSHE to inform the result of test/ validation to complainant within 3 working days** QOSHE
- 6.2 Validation (Type 1 Certification)**
- 6.2.1 Upon receive of complaint on product certified through Consignment/Type Approval, determine the label number and the name of importer through our record on issuance of label. QOSHE
- 6.2.2 Inform importer/applicant to attend on the complaint and copy to the complainant. Monitor the progress of the investigation by importer /applicant until licensee demonstrate compliance to the requirement of standard and copied to the complainant to ensure transparency. Get feedback from complainant on the action taken by manufacturer where necessary. QOSHE
- 6.2.3 If there is no further evidence to the complaint provided by importer/applicant is acceptable and the complaint is valid, forward the case to TSD for their next action. QOSHE
- If the importer/applicant unable to provide more evidence, the case will be considered as unable to continue and will be closed. QOSHE


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The validation process shall be conducted as follows:

- i) Complaint from the Government Authority:  
QOSHE Executive may use fresh sample (unused sample preferably from the same batch) provided by them.
- ii) Complaint from the public/individual:  
QOSHE Executive shall find fresh sample from market and shall not use sample provided by the complainant.


Repeated complaint may be considered valid without testing.

6.2.4	In cases where the same model is no longer available in market, QOSHE shall notify the applicant for their further action and inform relevant testing section.	QOSHE
6.2.5	Sent the sample for testing on clauses related to the complaint. Advice from person-in-charge for testing shall be sought if necessary. (Follow clause 5.2.1.8, 5.2.1.9 and 5.2.1.10 above)	QOSHE
<b>6.3</b>	<b>Investigation and Reporting</b>	
6.3.1	After the complaint found to be valid, the complaint shall be forwarded to PCID for their further action on the licensee according to their relevant procedure on Handling of Non-conformance.	QOSHE Head
6.3.2	Upon receive valid memo from QOSHE section, receiving section shall fill up the NCFR number according to the Handling of Non-conformance and return to QOSHE Section together with a copy of NCFR once action has been completed.	Certification Section
6.3.3	Fill up the CQS/FOR/04-1 Part Two as to close the complaint.	QOSHE
6.3.4	Inform the complainant on the action taken and, when necessary, the relevant parties on the status of complaint.	QOSHE
6.3.5	Effectiveness of corrective and/or preventive actions shall be verified during the internal audit and/or further market sampling.	QOSHE


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## 7.0 Complaint on Management System Certification


7.1	Validation (FMC)	Responsibility
7.1.1	Check the status and scope of registration of the company/organization. Inform client for acknowledgement.	QOSHE
7.1.2	If the company is a SIRIM QAS International's client and the complaint is within the scope, find evident from complainant or the company/organization to support the complaint validation	QOSHE
7.1.3	Contact FMU requesting the action taken to the complaint. FAF shall review the adequacy of documents received from FMU.	FAF Head
7.1.4	If the documents are found to be adequate and reviewed, FAF shall issue the investigation report to complainant within 2 weeks from the date of validation. At the same time the QOSHE shall informed to the complainant on the result of validation within 3 working days.	FAF Head
7.1.5	If the info/documents are still not adequate after three (3) months, FAF will conduct the Verification Audit to validate the case. Report will be issued to the complainant and, when necessary, the relevant parties on the status of complaints. The relevant Section shall be informed on the status and results of the complaint.	FAF / QOSHE
7.1.6	QOSHE to record the actions taken by the certified client, by completing Complaint Report Part Three and to be reviewed by QOSHE Head / Section Head and to close the case.	QOSHE
7.1.7	A copy of completed CQS/FOR/04-1 shall be forwarded to the section and Section Head shall ensure this report is available to the auditor assigned to conduct the subsequent audit for follow-up action and verification of effectiveness of the corrective action taken.	QOSHE
<b>7.2 Validation (RSPO)</b>		
7.2.1	Inform the relevant accreditation and/or recognition bodies and RSPO within seven days if a complaint is received from any RSPO stakeholders concerning RSPO auditors' competency or concerning the outcome or implementation of a certification assessment that the RSPO auditors has conducted.	QOSHE

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- 7.2.2 In the event of complaints received on the RSPO certified clients; the QOSHE Section with FAF Section shall conduct investigation and verification on the complaints on the certified clients. However, SIRIM QAS International shall not provide any verifications or other activities concerning complaint investigations if the certified clients were to request SIRIM QAS International to conduct the verification and investigation on their behalf. QOSHE & FAF
- 7.2.3 Resolve the complaints within 60 days. QOSHE
- 7.2.4 In the event that the complaint cannot be resolved within the timeframe, the relevant accreditation and/or recognition bodies shall be informed immediately. QOSHE
- 7.2.5 Inform the complainant about the relevant accreditation and/or recognition bodies' complaints procedure which is available on their website. QOSHE
- 7.2.6 In cases where the complaint refers to the conditions of RSPO membership, inform the RSPO Secretariat if a resolution was not achieved within 60 days. QOSHE
- 7.3 **Validation (For Other Section)**
- 7.3.1 Check the status and scope of registration of the company/organization. Inform client for acknowledgement. QOSHE
- 7.3.2 If the company is a SIRIM QAS International's client and the complaint is within the scope, find evident from complainant or the company/organization to support the complaint validation. Failure to receive respond from complainant within 2 months upon several follow ups been made, complaints may be closed without further action. QOSHE
- 7.3.3 Depending on the nature of the complaint, a site investigation may be conducted if necessary. QOSHE
- 7.3.4 For complaint that involve public interest i.e., QOSHE to seek advice from the CEO on the best way to validate/investigate the complaint. This may include carrying out a short-notice audit or unannounced audit. QOSHE

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<b>7.4</b>	<b>Investigation and Reporting</b>	<b>Responsibility</b>
7.4.1	Confirm with the complainant whether the complaint has been highlighted to the certified client. If no, request the complainant to complaint directly to the certified client and copy to SIRIM QAS Intl.	QOSHE
7.4.2	Request for explanation from the certified client on the complaint received.	QOSHE
7.4.3	Upon receive of response / explanation from certified client, review the action taken by the company. If necessary, advice from respective section may be sought and conduct site verification on the action taken if necessary.	QOSHE / MSCD
7.4.4	If the action taken is not acceptable, request the company to give an explanation and to find with other approach in handling the respective complaint. Repeat Clause 5.3.2.3.	QOSHE
7.4.5	If the action taken is acceptable, inform the complainant and, when necessary, the relevant parties on the status of complaints. The relevant Section shall be informed on the status and results of the complaint.	QOSHE
7.4.6	QOSHE to record the actions taken by the certified client, by completing Complaint Report Part Two (CQS/FOR/04-1) and to be reviewed by QOSHE Head and to close the case.	QOSHE
7.4.7	A copy of completed CQS/FOR/04-1 shall be forwarded to the section and Section Head shall ensure this report is available to the auditor assigned to conduct the subsequent audit for follow-up action and verification of effectiveness of the corrective action taken.	QOSHE / Respective Section Head
<b>8.0</b>	<b>Complaint on SIRIM QAS International Service</b>	
<b>8.1</b>	<b>Validation</b>	
8.1.1	Get all the related information and evident pertaining to the complaint as to validate the complaint.	QOSHE
8.1.2	If necessary, conduct a discussion with the complainant and/or the section concerned if need to get further information and	QOSHE

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clarification. Failure to receive respond from complainant within 2 months upon several follow ups been made , complaints may be closed without further action.

## **8.2 Investigation and Reporting**

- |       |   |                         |
|-------|---|-------------------------|
| 8.2.1 | After the complaint found to be valid, respective section shall conduct an investigation to find the root cause of the complaint.   | Section Head            |
| 8.2.2 | If necessary and in circumstances where the complaints received are related to matters such as serious misbehavior of the staff, company's policy, etc., discuss with the Managing Director on the manner of the investigation to be conducted. | QOSHE                   |
| 8.2.3 | If necessary, conduct a meeting between Section concerned and the complainant to clarify on the issue raised. NCR may be raised by QOSHE Section Head based of the Procedure on Handling of NC (CQS/PRO/10)                                     | QOSHE                   |
| 8.2.4 | Upon completion of investigation, complete Complaint Report Part Three (CQS/FOR/04-1). Recommendations to be made shall be based on the outcome of the investigations and shall be discussed with the section concerned.                        | QOSHE                   |
| 8.2.5 | The corrective and/or preventive actions, if any, (with a date of completion) on the agreed recommendations shall be taken by the section concerned. It is recommended that the completion date for action is within 1 month.                   | Head, Section concerned |
| 8.2.6 | Note down the corrective and/or preventive actions submitted, if any, by completing Complaint Report Part Three.  | QOSHE                   |
| 8.2.7 | If the corrective action taken is not acceptable, request section concerned to take different corrective action. If the corrective action taken is found to be acceptable, the complaint will be closed out by QOSHE Head.                      | QOSHE                   |
| 8.2.8 | Inform the complainant and the relevant parties on the status of complaint.   | QOSHE                   |
| 8.2.9 | Ensure that no discriminatory action is taken against the complainant.  | QOSHE                   |

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8.2.10 If, upon investigation by Section concerned that the complaint is valid, however, is not directly related to the services rendered by SIRIM QAS International Sdn. Bhd. its licensees and its sub-contractors, then, corrective action can be taken through cooperation with enforcing government agencies e.g. Ministry of Domestic Trade, Co-operatives And Consumerism particularly in relation to the Trade Description Act. QOSHE  
Head

## 9.0 Effectiveness of Corrective and/or Preventive Action

### Responsibility

9.1 Review the effectiveness of corrective and/or preventive actions, if any, after the stated completion date during the subsequent internal quality audit. QOSHE  
Head

9.2 Update status of complaints in the Complaint Register. Report on the status of complaints to SIRIM QAS International Management Committee meeting once every 2 months and in the relevant Management Review meeting QOSHE  
Head

## 10.0 APPENDIX / RECORDS

Document	Document reference	Records	Location	Retention Period
Complaint Register (Shared SkyDrive, J)	-	Yes	QOSHE	10 years TSD 6 years
Complaint Report Form	CQS/FOR/04-1 (Part One & Two)	Yes	QOSHE	10 years TSD 6 years