




FACULTY OF ENGINEERING
UNIVERSITI PUTRA MALAYSIA

PROCEDURE ON CONFIDENTIALITY AND INTEGRITY

UPM/FK/MRQ 1

Issue No.: 05	Effective Date: 03/07/2015
Reviewed by: Deputy Quality Manager	Approved by: Quality Manager

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1.0 OBJECTIVE

To ensure the protection of customer confidential information and proprietary rights is maintained.

2.0 SCOPE


This procedure is to ensure confidentiality and integrity is maintained.

3.0 REFERENCES

Reference Documents	Documents Title
MS ISO/IEC 17025	General Requirements for the Competence of Testing and Calibration Laboratories
UPM/FK/LQM 1	Laboratory Quality Manual

4.0 TERMINOLOGY, GLOSSARY AND DEFINITIONS

- DCO : Document Control Officer
- FK : *Fakulti Kejuruteraan*
- PIC : Person Incharge (Administrative/ Technical Staff)
- QM : Quality Manager
- UJK : *Unit Jaminan Kualiti /Quality Assurance Unit*


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5.0 PROCEDURE DETAILS

No.	Activity	Responsibility
5.1	The laboratory shall ensure that all customers' confidential information and proprietary rights are protected, including electronic storage and transmission of results.	PIC
5.2	All confidential documents must be treated as private and confidential and none of the content is to be disclosed to non-authorized personnel.	PIC
5.3	The laboratory shall avoid involvement in any activities that would diminish confidence in its competence, impartiality, judgment or operational integrity.	PIC
5.4	All personnel are required to sign <i>Borang Perakuan Kerahsiaan dan Integriti – UPM/FK/F 12</i> .	QM/PIC
5.5	Confidential documents are not to be taken out from the premises unless permitted by Dean(s) and/or Quality Manager within justifiable reasons.	PIC/QM/Dean
5.6	The laboratory personnel are required to keep all activities carried out in the laboratory confidential. However, information may be disclosed to regulatory and accreditation bodies or to any third parties when authorized by the top management of the company.	PIC/Dean
5.7	There is controlled access to all confidential areas including the laboratories and data archive areas where data, records and reports are stored. Only authorized personnel have access to the archived records.	DCO/Technical Staff
5.8	Record the signed form and filed in Personnel File (UPM/FK/P/FL-4).	DCO

6.0 FLOW CHART

No flowchart for this procedure.

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7.0 RECORDS

No.	File/Document	Location and Duration	Responsibility	Authority and Method of Disposal
1.	UPM/FK/P/FL-4 Personnel <ul style="list-style-type: none"> <i>Borang Perakuan Kerahsiaan dan Integriti – UPM/FK/F 12</i> 	UJK / As long as the staff is employed by FK	DCO/PIC	QM/DCO Shred