



**Quality Plan and Objectives**

DFA-QMS F03

Rev.05, 10-Sep-2018

<b>Office/Division</b>	<i>Full name of office/division</i>	<b>Rev./Date</b>	<i>Revision number of content/Date approval of content</i>
<b>Period</b>	<input type="checkbox"/> <b>Target Setting</b> <input type="checkbox"/> <b>1<sup>st</sup> Management Review</b> <input type="checkbox"/> <b>2<sup>nd</sup> Management Review</b>		

Quality Objective Target	Indicator/ Measurement	Key Activity/ Strategy	Responsible Person/s	Monitoring Method/Tool	Accomplishment	Remarks
<i>The objective set by the office/division intended to improve the current processes and procedures</i>  E.g. Release documents for signing within 1 working day	<i>Quantitative target; Attainment/ non-attainment of the target shall determine if the Quality Objective is met or not met</i>  E.g. 75% of all documents for signing are released after 1 working day	<i>Initiatives/programs/projects/ activities to be undertaken by the office/division to ensure attainment of target.</i>  <i>Use the PDCA cycle and identify the corresponding target dates for each activity</i>  E.g. Plan - (DD-Mon-YY) Do - (DD-Mon-YY) Check - (DD-Mon-YY) Act - (DD-Mon-YY)	<i>Identify key person/s responsible per key activity (P-D-C-A)</i>  E.g. Communications/ Records Officer	<i>Method or tool used to monitor the attainment of target</i>  E.g. Document database: IRIC/IRMS	<i>Result of key activity/strategy against set indicator/measurement. For example, % completed or % satisfaction rating.</i>  E.g. 50% of the transmitted documents were released on time	<i>Reason/s why the quality objective target is met or not met.</i>  E.g. Unexpected travel of signing officer/s

APPROVALS	SIGNATURES	DATE
NAME <i>Position</i>		
Prepared by		
NAME <i>Position</i>		
Reviewed by		
NAME <i>Position</i>		
Approved by		