

# mohammad azmi shikhraji

QMS/HSE Manager at NDT Global (M) Sdn Bhd

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## Summary

Experience and responsibility

1. Sound knowledge in management systems (ISO 9001, ISO 14001, OHSAS 18001). Lead auditor for all three management systems. Vast experience in developing and obtaining certification of the management systems.
2. Expert in H&S risk assessment. Internal trainer for the H&S risk management.
3. Good knowledge in quality control and quality assurance.
4. Good knowledge in health and safety management. Currently pursuing my master degree in Occupational Safety and Health Risk Management and is expected to graduate by September 2014.
5. Have some experience in project management. Had undergone PMP preparation course - to obtain professional certification in project management (under PMI)
6. Have vast experience in document control management.

Personal strengths

1. Vast knowledge and experience in document control systems.
2. Vast knowledge in developing and managing ISO9001, ISO14001, MS1722 and OHSAS18001.
3. Internal Lead Auditor for various Management Systems.
4. Good at H&S risk management. Internal trainer for H&S risk management.
5. Good knowledge in applicable OSH and environmental legislation.
6. Good knowledge in QA/QC
7. Have experience in exercising CAPA, RCA, RCM, HAZOP, FMEA
8. Fast learning with strong interest in assignment given. Work best under pressure. Easy to adapt to new environment.

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## Experience

### **QMS/HSE Manager at NDT Global (Malaysia) Sdn Bhd**

May 2014 - Present (1 year 8 months)

1. HSE related responsibilities:
  - a. Support global and local structure of HSE management system
  - b. Point of contact for all HSE related issues and Communicates HSE philosophies to others
  - c. Assists departments in development of process descriptions, procedures and work instructions
  - d. Ensures high standards of QHSE awareness is maintained by all employees
  - e. Ensures adherence to OSHA, PHMSA, DOT and other relevant regulations
  - f. Plans and performs internal audit in all departments and assists with sub-contractor and supplier audits
  - g. Coordinates and conducts HSC meetings. Also assists with preparation for Management Reviews of the Safety System
  - h. Maintains H&S statistics and provides data to customers/clients, global HS&E Management and third party agents (such as authorities) as required
  - i. Ensures organizational safety system and training is in place and provides key safety training to all in-house personnel
  - j. Manages, maintains and reports hazardous materials and wastes disposal program
  - k. Acts a key role in internal continual improvements program, including reviewing opportunities for cost savings and efficiencies and assisting in creating/developing best practices
2. QMS related responsibilities:
  - a. Support global and local structure of quality management system
  - b. Point of contact for all quality related issues and Communicates quality philosophies to others
  - c. Guides departments in development of process descriptions, procedures and work instructions
  - d. Ensures QMS documents, manuals, software policies, procedures, standards

and customer rules/regulations are communicated and easily accessible and that ISO 9001 certification is maintained e. Ensures Internal Reporting requirements are met. Reports QMS statistics to customers/clients and global QHS&E Management as required f. Plays active role in internal continual improvement program, including reviewing opportunities for cost savings and efficiencies and assisting in creating/developing best practices

### **Head of Process and Quality Management at Malakoff Corporation Berhad**

May 2013 - April 2014 (1 year)

1. Propose and define Work Methodologies and procedures in Business, Project Development and operation.
2. Develop and Manage Competencies in GTI Process and Quality Control.
3. Responsible for successful of local and international accreditation in quality standards, and HSE.
4. Supervise and regularly audit Process execution, Quality and HSE performance.
5. Constantly Review and Improve Processes with minimal work flow interruptions and comply to HSE standards.
6. Regularly present Management Reports and Presentations.

### **Document Control Manager at Malakoff Engineering Sdn. Bhd.**

July 2012 - April 2013 (10 months)

1. Ensure Project Documents received from contractor to be properly registered, with all details included.
2. Ensure design reviews are reviewed within period of time stipulated in the contract.
3. Track all documents discrepancies and inform contractors of the details.
4. Developing internal procedures; i.e. Document Reviewed Procedure, Variation Order Procedure, Communication Procedure, etc.

### **O&M Tools, Methodologies, Standards and Documentation – Section Head at Teknik Janakuasa Sdn. Bhd.**

October 2002 - June 2012 (9 years 9 months)

1. Streamline RCA and RCM analysis and application at all the plants
2. Monitor and report RCM and RCA application and implementation of recommendations at the plants
3. Create, maintain, review and up-date HSE, Quality, Security and O&M policies
4. Create and implement document control procedure to ensure all relevant documents including drawings at respective plants are centralized at HQ and up-dated all the time.
5. Ensure standardized procedures and practices between all plants
6. Certify respective management systems to ISO, OHSAS etc and sustain.
7. Develop standardized O&M package for future O&M ventures
8. Plan and organize activities to promote sharing best practices and continuous improvement consistently at all plants and HQ.
9. Lead Auditor for ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007.
10. Trainer for Hazards Identification and Risk Assessment and Control (HIRAC).

### **Senior QA Executive at Matsushita Electronic (M) Sdn. Bhd.**

March 1996 - October 2002 (6 years 8 months)

- Monitor quality rate and failure cost rate of process line and report performance to Production Manager.
- Set-up Yearly Quality Targets and Objectives.
- Assist Production Manager in Business Plan preparation.

- Train line leaders in quality analysis. - Facilitate Assembly Line QCC groups. - Perform QMS and EMS Internal Audit - Perform Process audit

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## Languages

**Malay**

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## Skills & Expertise

**Microsoft Office**

**Microsoft Excel**

**Microsoft Word**

**Customer Service**

**PowerPoint**

**English**

**Windows**

**Research**

**Outlook**

**Teaching**

**Photoshop**

**Public Speaking**

**HTML**

**Strategic Planning**

**Budgets**

**Negotiation**

**Editing**

**C++**

**C**

**Java**

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## Education

**OUM**

Master's degree, Occupational Safety and Health Risk Management, 2012 - 2014

**University of Missouri-Columbia**

Bachelor of Science (B.Sc.), Industrial Engineering, 1993 - 1995

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[Contact mohammad azmi on LinkedIn](#)