

Audit plan
CN : 824 100 13001



Client: Universitas Islam Indonesia

If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved

Location(s) / Production facility (facilities): Site 01 : Jalan Kaliurang Km 14.5, 55584 Yogyakarta
Site 02 : Jl. Taman Siswa No. 158, 55151 Yogyakarta
Site 03 : Jl. Ring Road Utara, Condong Catur Yogyakarta

Scope of application: Quality Management system of Higher Education services in the Faculty of Law, Faculty of Civil Engineering and Planning, Faculty of Economics, Faculty of Industrial Technology, Faculty of Islamic Studies, Faculty of Mathematics and Natural Science, Faculty of Psychology and Social Cultural Science, Faculty of Medicine, Directorates and Boards including the Development of Curriculum

Applicable standard(s): SNI ISO 9001:2008

Type of audit: 1st Follow Up Audit

Audit objective: Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification

Auditee representative: Mr. Dr. Ir. Harsoyo, M.Sc
Mrs. Kariyam, S.Si, M.Si

Manual No. and publication date: Manual Mutu UII, revision 3, dated 01 September 2009

Audit language(s): Indonesia

Order number: 1303212880

Audit leader: Eri Ilyas (EI)

Auditor(s): Tengku Hermansyah (TE)

external, company:

external, company: Ipnugraha (IPN)

Environmental verifier:

external, company:

Trainee(s):

external, company:

City and date of audit plan preparation: Jakarta, 201206-30-24

A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit.

During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

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Date / Time	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
2016-07-28	Day One			
08:00	Opening Meeting Introduction to company, Explanation of processes &	Audit team	Rector, Vice Rector , QMR, Dean, Head of Department/Study Program.	opening meeting, procedures, fine-tuning of audit plan
09:00	Management Process	Audit Team	Rector, Vice Rector, Head of BPM, Head of Badan Perencana, Head of Badan Pengembangan Akademik	5.1,5.2, 5.3, 5.4, 5.5, 5.6, 6.1, 8.1, 8.2, 8.4, 8.5
10:30	Rektorat	TE	Head of Rectorate Office and staff	5.1,5.2, 5.3, 5.4, 5.5, 5.6, 6.1, 8.1, 8.2, 8.4, 8.5
10:30	Administrasi Akademik & Pembelajaran	IPN	Direktorat Akademik, Kepala Div. Administrasi Akademik, Kapala Div. Pembelajaran	4.2, 5.4, 5.5, 6.2, 6.3, 6.4, 8.2, 8.3, 8.4, 8.5
10:30	Quality Management process -Kebijakan Mutu dan Sasaran Mutu -Pengendalian Dokumen -Pengendalian Rekaman -Audit Internal -Tinjauan Manajemen	EI	Head of QMR & team UPM	for follow-up/repeat audits only: verification of corrective action from previous audit, use of logo, current certificate and changes in the quality system 4.1, 4.2, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 8.1, 8.2, 8.4, 8.5
12:00	Break and Pray			
13:00	Fakultas Psikologi & Ilmu Sosial Budaya/FPSB, -Pendidikan -Penelitian dan Publikasi -Pengabdian Masyarakat -Layanan Adm Fakultas	EI	Dean, Head of department, Head of study program, Lecturer (sample)	5.4, 5.5, 6.2, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.2, 8.3, 8.4. 8.5
14:30	Fakultas Matematika & Ilmu Pengetahuan Alam/FMIPA -Pendidikan -Penelitian dan Publikasi -Pengabdian Masyarakat -Layanan Adm Fakultas	EI	Dean, Head of department, Head of study program, Lecturer (sample)	5.4, 5.5, 6.2, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.2, 8.3, 8.4. 8.5
13:00	Fakultas Teknik Sipil & Perencanaan/FTSP -Pendidikan	TE	Dean, Head of department, Head of study program,	5.4, 5.5, 6.2, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.2, 8.3, 8.4. 8.5

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	-Penelitian dan Publikasi -Pengabdian Masyarakat -Layanan Adm Fakultas		Lecturer (sample)	
14:30	-Manajemen Pengembangan SDM dan Umum -Manajemen Proses Kehumasan	TE	1. Dir. Organisasi & SDM, Kadiv. Pengembangan SDM, Kadiv. Administrasi SDM, Kadiv. Administrasi Umum 2. Dir Humas	4.2, 5.4, 5.5, 6.2, 6.3, 6.4, 7.4, 8.2, 8.4, 8.5
13:00	Proses Layanan Perpustakaan	IPN	Dir Perpustakaan	4.2, 5.4, 5.5, 6.2, 6.3, 6.4, 8.2, 8.3, 8.4, 8.5
14:30	Proses Manajemen Sistem Informasi	IPN	Ka Badan Sistem Informasi	4.1, 4.2, 5.4, 5.5, 6.2, 6.3, 6.4, 7.4, 8.2, 8.4, 8.5
16:00	Review Finding	Audit Team		
17:00	End of Day One Audit			
2016-07-29 Day Two				
07:50	Arrival at campus site 02	EI		
08:00	Faculty of Law (at site 02) -Pendidikan -Penelitian dan Publikasi -Pengabdian Masyarakat -Layanan Adm Fakultas	EI	Dean, Head of department, Head of study program, Lecturer (sample)	5.4, 5.5, 6.2, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.2, 8.3, 8.4, 8.5
09:30	Travel to campus site 01	EI		
10:00	-Manajemen Proses Pembinaan Kepribadian -Manajemen Proses Keterampilan & Minat Bakat	EI	Dir. Pemb Bakat Minat, Kadiv. Pembinaan Kepri, Kadiv. Ket & Bakat Minat	4.2, 5.4, 6.2, 7.1, 7.2, 7.5, 8.2, 8.3, 8.4, 8.5
11:30	Break & Friday Pray			
13:00	KKN & Penelitian dan Publikasi	EI	Direktur PPM, Kapus PPM	4.2, 5.4, 5.5, 6.2, 8.2, 8.3, 8.4, 8.5
14:00	· Pemasaran & Admisi · Penelusuran & Pemberdayaan alumni · Kerjasama	EI	Dir. Pemasaran Kerjasama & Alumni, Para Kadiv. Pemasaran & Kerjasama	4.2, 5.4, 6.2, 7.1, 7.2, 7.5, 8.2, 8.3, 8.4, 8.5

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Date / Time	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
15:00	Review Finding	Audit team		
16:00	Closing Meeting	Audit team	Rector, Vice Rector , QMR, Dean, Head of Department/Study Program, All Auditees	Presentation of findings
17:00	End of Audit			

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(established by the client)

Distribution for the audit plan:

Client
 Certification Body (Bodies)
 Auditor/Expert
 File/Database

Notes:

General requirements	4.1	Planning of product realization	7.1
Documentation requirements	4.2	Customer-related processes	7.2
Management commitment	5.1	Design and development	7.3
Customer focus	5.2	Purchasing	7.4
Quality policy	5.3	Production & service provision	7.5
Planning	5.4	Contr. of mon.& meas. dev.	7.6
Responsibility, auth. & comm.	5.5	Mea., analysis & improvement/ General	8.1
Management review	5.6	Monitoring & Measurement	8.2
Provision on resources	6.1	Control of nonconforming product	8.3
Human resources	6.2	Analysis of data	8.4
Infrastructure	6.3	Improvement techniques	8.5
Work environment	6.4		