

**Audit plan**  
**CN : 824 100 13001**



<b>Client:</b>	Universitas Islam Indonesia	<b>If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved</b>
<b>Location(s) / Production facility (facilities):</b>	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	
<b>Scope of application:</b>	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	
<b>Applicable standard(s):</b>	SNI ISO 9001:2008	
<b>Type of audit:</b>	1 <sup>st</sup> Follow Up Audit	
<b>Audit objective:</b>	Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification	
<b>Auditee representative:</b>	Mr. Dr. Ir. Harsoyo, M.Sc Mrs. Kariyam, S.Si, M.Si	
<b>Manual No. and publication date:</b>	Manual Mutu UII, revision 3, dated 01 September 2009	
<b>Audit language(s):</b>	Indonesia	<b>Order number:</b> 1303212880
<b>Audit leader:</b>	Erfi Ilyas (EI)	<b>Auditor(s):</b> Tengku Hermansyah (TE)
<input checked="" type="checkbox"/> external, company:		<input checked="" type="checkbox"/> external, company: Ipnugraha (IPN)
<b>Environmental verifier:</b>		<b>Trainee(s):</b>
<input type="checkbox"/> external, company:		<input type="checkbox"/> external, company:
<b>City and date of audit plan preparation:</b>	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.**

**Audit plan**  
**CN : 824 100 13001**



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
08:30	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
09:30	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
09:30	Administrasi Akademik & Pembelajaran	IPN	Direktorat Akademik, Kepala Div. Administrasi Akademik, Kepala Div. Pembelajaran	4.2, 5.4, 5.5, 6.2, 6.3, 6.4, 8.2, 8.3, 8.4, 8.5
09:30	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
10:30	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
10:30	-Manajemen Pengembangan SDM dan Umum -Manajemen Proses Kehumasan	TE	1. Dir. Organisasi & SDM, Kadiv. Pengembangan SDM, Kadiv. Administrasi SDM, Kadiv. Adminisrasi Umum 2. Dir Humas	4.2, 5.4, 5.5, 6.2, 6.3, 6.4, 7.4, 8.2, 8.4, 8.5
11:00	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

**Audit plan**  
**CN : 824 100 13001**



Date / Time	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
12:00	Break and Pray			
13:00	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 -Penelitian dan Publikasi -Pengabdian Masyarakat -Layanan Adm Fakultas	TE	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	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
14:30	Review Finding	Audit Team		
15:30	End of Day One Audit			
<b>2016-07-29 Day Two</b>				
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
09:00	Travel to campus site 01	EI		
09:30	-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
10:30	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
11:30	Break & Friday Pray			

**Audit plan**  
**CN : 824 100 13001**



Date / Time	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
13:00	· 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
14:00	Review Finding	Audit team		
15:00	Closing Meeting	Audit team	Rector, Vice Rector , QMR, Dean, Head of Department/Study Program, All Auditees	Presentation of findings
15:30	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		