

Audit Plan

Organization:	Universitas Terbuka		
Address:	Jl. Cabe Raya, Ciputat, Pondok Cabe – Pamulang, Tangerang, 15418		
Visit Number:	#2	Actual Visit Date:	10,11,12, 16 & 17 January 2018
Visit Due by Date:		For auditor information only	
Lead Auditor:	Yuni Kharisman (A)		
Team Member(s):	Ghesang Haeraharja (B) Ardian Widyatmoko (C) Renatha Hutapea (D)		
Additional Attendees and Roles	-		
Standard(s):	ISO 9001:2015		
Audit Language:	Bahasa Indonesia		
Audit Scope:	Provision Management Academic of Design Curriculum, Students Learning Materials, Examination, Administration, Research & Community Services and Learning Consist of 34 Study Programs & Supporting Units		

Audit Objectives: To determine conformity of the management system, or parts of it with audit criteria and its:

- *ability to ensure applicable statutory, regulatory and contractual requirements are met,*
- *effectiveness to ensure the client can reasonably expect to achieve specified objectives*
- *and to identify as applicable areas for potential improvement.*

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
Day 1 10Jan18	08.00	A,B,C	Arrival at Universitas Terbuka Pondok Cabe	
	08.30	A,B,C	Opening Meeting	
	08.45	A,B,C	Discussion with QMS Leader / Management Representative - Review of any changes [organization activities, organization structure, product, service, process, number of employee, etc.] and verification stage 1 audit	
	09.30	A,B,C	Continue Audit sampling prodi at all faculties and its supporting processes in faculties. - Design curriculum and syllabus. - Design developments material lecturer for Tutorial kits, - Evaluation selection of the subject writers and evaluators - Calibration examination on the subject lectures - Etc.	
		A	FE-Ekonomi Pembangunan - Ekonomi Pembangunan	
		B	Pasca Sarjana - Magister Manajemen	
		C	FISIP-IIlmu Administrasi Diploma - Kearsipan (D4)	
	12.00	A, B, C	Break	
	13.00	A	continue audit agenda	

Job / Cert. n°:	ID/JKT-5539	Visit Type:	Surveillance	Visit n°:	2
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Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
		B	Pasca Sarjana - MMP (Magister Manajemen Perikanan)	
		C	FISIP-Ilmu Administrasi Diploma - Perpajakan (D3)	
	16.00	A, B, C	End of day 1 audit	
Day 2	08.30	A, B, C	Arrival to UT Pondok Cabe	
11Jan18	09.00	A	FKIP – Ilmu Pengetahuan Sosial - Pendidikan PKN	
		B	FISIP – Ilmu Sosiologi	
		C	Bahasa & Sastra - Sastra Inggris – Penerjemahan	
	12.00	A, B, C	Break	
	13.00	A	Continue agenda	
		B	FISIP – Hukum	
		C	Fakultas MIPA - Teknologi Pangan	
	16.00	A, B, C	End of audit day 2	
Day 3	08.15	A, B, C	Arrival auditors at UT Pusat Pondok Cabe	
12Jan18	08.30	A	Fakultas MIPA – Pendidikan Kimia	
		B	FKIP – Bahasa Inggris	
		C	FKIP - PMIPA – Pendidikan Fisika	
	12.00	A, B, C	Break	
	13.00	A	P2M2	
		B	FKIP – Ilmu Pendidikan Dasar – PGSD	
		C	BAAPM	
	16.00	A, B, C	End of Audit Day 3	
Day 4	08.15	A, B, C	Arrival auditors at UT Pusat Pondok Cabe	
16Jan17	08.30	A	Fakultas MIPA – Perencanaan Wilayah dan Kota	
		B	FKIP – Ilmu Pengetahuan Sosial - Pendidikan Ekonomi	
		C	Penelitian dan Pengabdian Masyarakat	
		A, B, C	Break	
		A, B, C	Continue previous agenda	
		A, B, C	End of audit	
Day 5	08.15	A, D	Arrival auditors at UT Pusat Pondok Cabe	
17Jan17	08.30	A	Puskom	
		D	Puslaba	
		D	Pusjian	
		A	Function: QMS Leader / Management Representative Management Review : Input:	

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
			<ul style="list-style-type: none"> - Changes on internal & external issues - Performance & effectiveness of QMS [customer satisfaction feedback, quality objectives achievement, process/product performance, nonconformity & corrective action, monitoring & measurement results, audit results, performance of external provider, - Adequacy of resources - Effectiveness of action to address risk - Opportunity for improvement <p>Output: Decision for:</p> <ul style="list-style-type: none"> - Opportunity for improvement - Needs for changes of QMS - Resources needs 	
	12.00	A, D	Break	
	13.00	A, D	Continue previous agenda	
	14.30	A, D	Auditor discussion & summarizing of audit result	
	15.00	A, D	Closing meeting	
	16.00	A, D	End of Audit	

Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.