

<b>Assessment Plan Type: Surveillance Audit</b>		<b>Report (SMO) Number &amp; plan Rev No:</b> 3242448	
Client	<b>UIN Raden Fatah Palembang</b>		
Address and locations	Jalan Prof. Zainal Abidin Fikry No. 1 KM 3,5 Palembang 30126, Indonesia		
Audit Criteria ( <i>policies, procedures or requirements including applicable certification standards and regulatory requirements</i> )	ISO 9001:2015		
Audit Scope	The provision of administration services at UIN Raden Fatah Palembang		
Audit Objective	<p><b><u>CAV1</u></b></p> <p>The objective of the assessment was to conduct a surveillance assessment and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system</p> <p>Note: Due to Corona Virus (COVID-19) outbreak, this audit conducted with remote audit technic</p>		
Opening Meeting Date / Time	29/11/2021/ 09.00	BSI Team and accompanying personnel:	
Closing Meeting Date / Time	30/11/2021/ 14.00	Leader	Satriyo Budiawan (A)
Company Representative	Mrs. Indrawati	Member(s)	Widyanto Lukito (B)

Date Plan submitted to Client	TBA	Others	T68; 3 mds
<b>Remote Audit</b>	<input checked="" type="checkbox"/> Full <input type="checkbox"/> Partial <i>(Specify in plan)</i>	<ul style="list-style-type: none"> <li>- Videocall Application via Zoom / Ms Teams Application</li> <li>1. Email for transfer data (documented information)</li> </ul>	<p>Remote auditing techniques used (e.g. email, phone, web-call, screen share, zoom meeting, whatsapp chat)</p> <p>Areas covered by remote auditing:</p> <ul style="list-style-type: none"> <li>- All relevant and needed documentation will be informed to PIC for availability</li> <li>- All relevant documents will be transferred using Email and whatsapp chat</li> <li>- Access to client management system, documented information and records using Zoom Meeting; for virtual Site tour using Video Call by Whatsapp</li> </ul>

Date	Time	Assessor	Area/ Process / Function	Management System Standard Element (s)
29/11/2021	09.00	All	<b>Opening Meeting</b>	
	09.30	All	<b>Top Management</b> Context of the organization, Internal & External Issue, Need & Expectation of Stakeholders etc); QMS Policy and Objectives; Resources; Continual Improvement;  Method for Document review: screen share by Zoom, document share by email Method for Interview: Zoom, teleconference Method for Site tour/Field Observation: Share picture by email and zoom	QMS 4,5,10

10.00	A	<p><b>Lembaga Penjaminan Mutu (LPM)</b> Some documentation and records such as Confirmation of the scope of activity to be covered by assessment; Confirmation of assessment duration, resourcing requirements &amp; BSI coding / logo / certificate; Confirmation of implementation time of the system to be audited; Manual QSMS (Including context of the organization, Internal &amp; External Issue, Need &amp; Expectation of Stakeholders etc); QMS Policy and Objectives; Organization structure &amp; job description; Master List Procedures and Records; Customer satisfaction measurement; Internal audit implementation record; Management review implementation records; NC &amp; Continual Improvement;</p> <p>Method for Document review: screen share by Zoom, document share by email Method for Interview: Zoom, teleconference Method for Site tour/Field Observation: Share picture by email and zoom</p>	QMS 6-10
10.00	B	<p><b>Bagian Administrasi Umum Akademik &amp; Kemahasiswaan</b> Some documentation and records such as Quality Objective, Procedures, Student Register Administration, Buku Alumni, New Student Profile, Beasiswa Mahasiswa, Permohonan Stop Out dan SK Rektor Mahasiswa Stop Out, Buku Register Ijazah, Graduate Requirements, Pelaksanaan Program Layanan Bimbingan Karir dan Informasi Kerja, Laporan tahunan pencapaian prestasi Mahasiswa</p> <p>Method for Document review: screen share by Zoom, document share by email Method for Interview: Zoom, teleconference Method for Site tour/Field Observation: Share picture by email and zoom</p>	QMS 6-10
12.00	All	Break	
13.00	A	<i>Continue LPM</i>	QMS 6-10
13.00	B	<i>Continue Bagian Administrasi Umum Akademik &amp; Kemahasiswaan</i>	QMS 6-10

	14.00	All	<p><b>Bagian Perencanaan &amp; Keuangan</b></p> <p>Some documentation and records such as Sasaran Mutu dan Pencapaiannya, Prosedur yang berlaku, Rencana Sebaran pagu, Rencana Pembagian BOPTN per Fakultas dan Unit, Usulan perubahan Anggaran, Survey Kepuasan pelanggan, Laporan neraca, laporan aurs kas, laporan perubahan ekuitas, laporan perubahan saldo, Laporan Keuangan, seleksi dan evaluasi supplier</p> <p>Method for Document review: screen share by Zoom, document share by email          Method for Interview: Zoom, teleconference          Method for Site tour/Field Observation: Share picture by email and zoom</p>	QMS 6-10
	17.00	All	End of Audit Day 1	
30/11/2021	09.00	A	<p><b>Bagian Umum</b></p> <p>Some documentation and records such as Sasaran Mutu dan Pencapaiannya, Prosedur yang berlaku, Daftar asset/ peralatan, Laporan Pengawasan dan Pengendalian BMN 2020, Jadwal Maintenance (preventive) dan pelaksanaannya, Kegiatan perbaikan infrastruktur, komplain/permintaan perbaikan dan proses perbaikannya, disposisi surat menyurat E-Office (sura keluar masuk)</p> <p>Method for Document review: screen share by Zoom, document share by email          Method for Interview: Zoom, teleconference          Method for Site tour/Field Observation: Share picture by email and zoom</p>	QMS 6-10

	09.00	B	<p><b>Bagian Kepegawaian</b>            Sasaran Mutu dan Pencapaiannya, Analisis Kebutuhan Pegawai, Kebutuhan Riil Dosen, Recruitment Process PNS dan Dosen Non PNS 2020 (proses seleksi dan hasil kelulusan), Data Pegawai UIN Raden Fatah, Draft usulan PNS, Penilaian Prestasi Kerja Karyawan, Kompetensi/Kualifikasi Karyawan, Jadwal Pelatihan 2020 dan bukti pelaksanaannya, Surat Tugas Mutasi</p> <p>Method for Document review: screen share by Zoom, document share by email            Method for Interview: Zoom, teleconference            Method for Site tour/Field Observation: Share picture by email and zoom</p>	QMS 6-10
	11.00	All	<b>Auditor Team Discussion &amp; Report Preparation</b>	
	12.00	All	<b>Break</b>	
	13.30	All	<b>Closing Meeting</b>	
	14.00	All	<b>End of Audit</b>	

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This audit may be conducted in English/Local language but would be reported in English unless otherwise stated .....

BSI maintains strict confidentiality concerning all information gained from undertaking its business (A copy of the assessors confidentiality statement is available upon request)