

Audit Plan
CN: 824 100 18088



Client: Universitas Muhammadiyah Yogyakarta
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): Kampus Terpadu UMY, Jl. Brawijaya, Kasihan, Bantul, 55183, D. I. Yogyakarta, Indonesia

Scope of application: Four Pillars of Muhammadiyah Higher Education (Education, Research, Community Service, and Al Islam and Muhammadiyah Values) and its Supporting Processes Comprising Faculty of Engineering (Electrical Engineering, Informatics Engineering, Mechanical Engineering, and Civil Engineering Study Program), Faculty of Medicine and Health Sciences (Medicine, Dentistry, Nursing, and Pharmacy Study Program), Vocational Program (Diploma in Electromedical Engineering, Mechanical Engineering, and Accounting), Research, Publication and Community Services Office (LP3M), Education Development Office, Academic Administration Bureau, Library, Human Resources Bureau, Asset Management Bureau, General Affairs Bureau, Student Admission Bureau, Public Relations and Protocol Bureau, Quality Assurance Office, Planning and Development Office, Islamic Studies and Implementation Office

Applicable standard, Audit criteria: SNI ISO 9001:2015, Management system documentation of Organization MM/UMY/02/01 dated 02 July 2018 rev 00

Type of audit: 1st Follow Up Audit

Auditee representative: Mr. Dr. Ir. Gunawan Budiyo, MP (Rector)
Mr. Dr. Suranto, M.Pol (Head of BPM)

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

Audit language(s): Indonesia

Audit leader: Tengku Hermansyah (TE) **Auditor(s):** Erfi Ilyas (EI)

external, company: external, company:

Environmental verifier: extern, Firma: **Expert(s):** extern, Firma:

City, date audit plan preparation: Yogyakarta , 2019.11.01

Date of last update: -

Reasons for modification of the audit plan during the audit: -

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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.

	9001 [Audit time in h]	14001 [Audit time in h]	18001 [Audit time in h]	Sum (on line):
Debit Location	30 h			30 h
Tengku Hermansyah	15 h			15 h
Erfi Ilyas	15 h			15 h

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I	Interviewee	Standard Chapter
Day # 1 : 2019.11.25				
09:00	Opening Meeting	Audit team	Top management, Vice Rectors, Dean, Director, Head of Department	Introduction to company, explanation of processes & procedures, fine-tuning of audit plan
09:30	Management Process	TE, EI	Rectors, Vice Rectors, Head of BPM	Verification of commitment to meet requirement, management system changes, changes in Management Policy and communication of Management Policy, QMS Objectives and it's monitoring SNI ISO 9001:2015 4.1; 4.2;4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2; 6.3; 7.1; 7.4; 9.3;; 10.1; 10.2
10:30	Badan Penjaminan Mutu	TE	Kepala BPM	Verification of corrective action from previous audit, use of logo, current certificate and changes in the quality system related Standard Version Upgrade SNI ISO 9001:2015 4.1; 4.2;4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2; 6.3; 7.4; 7.5; 8.8; 9.1; 9.2; 9.3; 10.1; 10.2, 10.3

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Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I	Interviewee	Standard Chapter
10:30	Lembaga Penelitian, Publikasi dan Pengabdian Masyarakat	EI	Ketua Lembaga dan Staf	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.2, 7.3; 7.5, 8.1, 8.2; 8.3; 8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
12:00	Break			
13:00	Program Pascasarjana	EI	Ketua Program, Wakil, Sek.	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.3; 8.1, 8.2; 8.3; 8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
13:00	Lembaga Kerjasama	TE	Ketua Lembaga & Staf	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.2, 7.3; 7.4; 7.5, 8.1, 8.2; 8.4, 8.5, 9.1; 10.1; 10.2, 10.3
14:00	Biro Sistem Informasi	TE	Ka. Biro and Staff	6.1; 6.2, 6.3, 7.1; 7.2, 7.3; 7.4; 7.5, 9.1; 10.1; 10.2, 10.3
15:00	Biro Admisi	TE	Ka. Biro and Staf	
15:00	Biro Keuangan Biro Pengembangan Keuangan & Aset (BPKA)	EI	Ka. Biro and Staff	6.1; 6.2, 6.3, 7.1; 7.2, 7.3; 7.4; 7.5, 9.1; 10.1; 10.2, 10.3
16:00	Lembaga Pengembangan Mahasiswa & Alumni	TE, EI	Ketua Lembaga & Staf	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.2, 7.3; 7.4; 7.5, 8.1, 8.2; 8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
17:00	End of Day One Audit			
Day # 1 : 2019.11.26				
08:30	Fakultas Agama Islam	EI	Dekan, Ketua Program Studi, Ka. Lab, KTU, etc	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.3; 8.1, 8.2; 8.3; 8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
08:30	Fakultas Pendidikan Bahasa	TE	Dekan, Ketua Program Studi, Ka. Lab, KTU, etc	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.3; 8.1, 8.2; 8.3; 8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3

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Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I	Interviewee	Standard Chapter
10:00	Fakultas Hukum	EI	Dekan, Ketua Program Studi, Ka. Lab, KTU, etc	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.3; 8.1,, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
10:00	Fakultas Ilmu Sosial dan Politik	TE	Dekan, Ketua Program Studi, Ka. Lab, KTU, etc	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.3; 8.1,, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
12:00	Break			
13:00	Fakultas Ekonomi dan Bisnis	TE	Dekan, Ketua Program Studi, Ka. Lab, KTU, etc	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.3; 8.1,, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
13:00	Fakultas Pertanian	EI	Dekan, Ketua Program Studi, Ka. Lab, KTU, etc	SNI ISO 9001:2015 6.1; 6.2, 6.3, 7.1; 7.3; 8.1,, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
15:00	Review Finding	Audit team		
16:00	Closing Meeting	Audit team	Top management, Vice Rectors, Dean, Director, Head of Department	Presentation of Finding, Proposal for correction and corrective action taken
17:00	End of 1 st Follow Up Audit			

In case of an audit team the documentation of evidence procedure of furnishing proof must be made separately (exception top management). Adequate contact persons in the company must be mentioned in the audit plan.

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 Database