

UNIVERSITAS AIRLANGGA

1st Yearly Surveillance and Extension Scope Audit

Company Name	UNIVERSITAS AIRLANGGA
Company address	Kantor Manajemen Universitas Airlangga, Kampus C UNAIR, Mulyorejo, Surabaya, Indonesia
Company Representative	Head of Quality Assurance Department
Representative's mobile	081330770619
Representative's email	bamsekti@yahoo.com
Auditor	Sholichin A. Darmawan (A) Era Purwanto (B) Yulius Untung (C) Muhammad Rosiawan (D)
Auditor's mobile	+62 81294046277 & +62-8123544629
Standard	Malcolm Baldrige Excellent Education Criteria (2015-2016)
Audit Type	1 st Yearly Surveillance and Extension Scope Audit
Review Dates	9:00am – 16:00 pm on 28-30 Nov 2016
Audit duration (hrs)	72 hours
1st day start time	9:00 am

Notes: Name of auditor(s) can be changed (with same or higher qualifications) based on Certification Bodies' Policy



1st Yearly Surveillance & Extension Scope Audit Schedule

Date	Time	Assessor	Area/ Process / Function	Management System Standard Element (s)
28/11/16	09.00	All	Opening Meeting (All)	
	09.30	All	Discussion with UNAIR team about Malcolm Application Documents and Malcolm Criteria	Criteria 1-7
	12.00	All	Break / Lunch	
	13.00	All	Discussion with UNAIR team about Malcolm Application Documents and Malcolm Criteria (continued)	Criteria 1-7
	16.00	All	End of day-1	
29/11/16	09.00	A&B	DeCRA team prepare for Malcolm Report (discussion only with BPM if needed)	Criteria 1-7
	12.00	All	Break / Lunch	
	13.00	A&B	DeCRA team prepare for Malcolm Report (discussion only with BPM if needed) (continued)	Criteria 1-7
	16.00	All	End of day-2	
30/11/16	09.00	A	Finishing Malcolm Report	Criteria 1-7
	16.00	A	End of day-3	

Requirements for the Audit

- The Auditor would appreciate access to a quiet area where documents can be reviewed and the findings clarified
- The Auditor needs to have reasonable access to the person who has the oversight of the System which is being Audited
- If documentation is in electronic form, the Auditor needs access to a computer so the Auditor can assess the University's documentation. If the documentation is a hardcopy form, the Auditor needs access to all relevant hardcopy documentation
- If the Auditor needs to inspect any parts of the University, the University needs to provide a chaperone when the Auditor is away from the office
- It would be appreciated if the University could advise the Auditor of any special safety requirements whilst the Audit is being conducted

If you have any further queries please contact me.

Yours sincerely



Sholichin A. Darmawan
Lead Auditor
