

UNIVERSITAS AIRLANGGA PTN BADAN HUKUM

2nd Yearly Surveillance Audit

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| Company Name | UNIVERSITAS AIRLANGGA PTN BADAN HUKUM |
| Company address | Kantor Manajemen Universitas Airlangga, Kampus C UNAIR, Mulyorejo, Surabaya, Indonesia |
| Company Representative | Head of Quality Assurance Department |
| Representative's mobile | 081330458449 |
| Representative's email | admin@bpm.unair.ac.id |
| Auditor | Sholichin A. Darmawan (A) Era Purwanto (B) Yulius Untung (C) Eric Wibisono (D) Jani Rahardjo (E) Wisnu Tri Anindita (F) & drg. Indah (G) |
| Auditor's mobile | +62 81294046277 & +62-8123544629 |
| Standard | ISO 9001:2015 Quality |
| Audit Type | 2 nd Yearly Surveillance Audit |
| Review Dates | 8:30am – 17:00 pm on 13-17 Nov 2017 & 27 Nov 2017 |
| Audit duration (hrs) | 280 hours |
| 1st day start time | 8:30am |

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

2nd Yearly Surveillance Audit Schedule

| Time | Assessor | Area/ Process / Function | Management System Standard Element (s) |
|----------------------------|----------|--|--|
| DAY-1 (13 Nov 2017) | | | |
| 08.00 | All | Opening Meeting (All) | |
| 08.30 | A, C, D | Top Management / REKTOR | 4.1, 4.2, 5.1, 5.2, 5.3, 9.3, |
| 09.30 | C | Faculty of Vocational Studies (D3 Pariwisata) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 09.30 | A&D | Post Graduates School (S3 Ilmu Ekonomi Islam) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | E&G | Faculty of Law (S2 Ilmu Hukum) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | F | Directorate of Resources | 5.3, 6.1, 6.2, 7.1 |
| 12.00 | All | Break / Lunch | |
| 13.00 | C | Faculty of Vocational Studies (D3 Pariwisata) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | E&G | Faculty of Law (S2 Ilmu Hukum) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | A&D | Post Graduates School (S3 Ilmu Ekonomi Islam) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | F | Directorate of Resources (continued) | 5.3, 6.1, 6.2, 7.1 |
| 16.00 | All | Brief Summary Audit day 1 | |
| 17.00 | All | End of Audit Day-1 | |
| DAY-2 (14 Nov 2017) | | | |
| 08.30 | C | Badan Pengawas Internal (Internal Supervisory Board) | 6, 7, 9 |
| 08.30 | E | Faculty of Social and Political Science (S1 Ilmu Komunikasi) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | F | Career & Entrepreneur Centre | 6, 7, 8, 9 |
| 08.30 | D | Community Development Institute | 4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10 |
| 08.30 | A | Directorate of Information System and Communication | 6, 7.1, 7.5 |
| 08.30 | G | Faculty of Dentistry (S1 Pendidikan Dokter Gigi) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 12.00 | All | Break / Lunch | |
| 13.00 | A&F | Directorate of Facilities and Environment | 6.1, 6.2, 7.1 |



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| 13.00 | C&D | Faculty of Psychology (S3 Ilmu Psikologi) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | E | Faculty of Social and Political Science (S1 Ilmu Komunikasi) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | G | Faculty of Dentistry (S1 Pendidikan Dokter Gigi) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 16.00 | All | Brief Summary Audit day 2 | |
| 17.00 | All | End of Audit Day-2 | |
| DAY-3 (15 Nov 2017) | | | |
| 08.30 | D & A | Badan Penjaminan Mutu / MR / DCC/ IQA (including closing previous NCR) (Quality Assurance Board) | 4.3, 4.4, 6, 9, 10 |
| 08.30 | E | Faculty of Humanities (S1 Sastra Inggris) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | C | Faculty of Public Health (S1 Kesehatan Masyarakat) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | G | Faculty of Veterinary Medicine (S2 Ilmu Penyakit Kesehatan Masyarakat Veteriner) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | F | Centre for Information and Public Relations | 6, 7, 8, 9 |
| 12.00 | All | Break / Lunch | |
| 13.00 | D&F&A | Lembaga Penyakit Tropis (Institute of Tropical Diseases) | |
| 13.00 | C | Faculty of Public Health (S1 Kesehatan Masyarakat) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | G | Faculty of Veterinary Medicine (S2 Ilmu Penyakit Kesehatan Masyarakat Veteriner) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | E | Faculty of Humanities (S1 Sastra Inggris) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 16.00 | All | Brief Summary Audit day 3 | |
| 17.00 | All | End of Audit Day-3 | |
| DAY-4 (16 Nov 2017) | | | |
| 08.30 | F | Library | 6, 7 |
| 08.30 | A | Centre for Student Admission | 6.1, 7.4, 8.2 |
| 08.30 | E | Airlangga Global Engagement | 4, 6, 7 |



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| 08.30 | G | Faculty of Medicine (S1 Pendidikan Dokter) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | C | Sekretaris Universitas (University Secretariat) | 4.1, 4.2, 5.1, 5.2, 5.3, 9.3, |
| 12.00 | All | Break / Lunch | |
| 13.00 | F | Centre for Procurement Service | 6, 8.4, 9 |
| 13.00 | E | Institute of Research and Innovation | 4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10 |
| 13.00 | C | Directorate of Finance | 6, 7, 8, 9 |
| 13.00 | A | Directorate of Education | 4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10 |
| 13.00 | G | Faculty of Medicine (S1 Pendidikan Dokter) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 17.00 | All | End of audit day-4 | |
| DAY-5 (17 Nov 2017) | | | |
| 08.30 | A & F | Faculty of Economics and Business (S2 Ilmu Ekonomi) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | E | Fakultas Perikanan & Kelautan (Faculty of Fisheries & Marine) (S1 Budidaya Perairan) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | G | Faculty of Nursing (S1 Pendidikan NERS) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | C | Directorate of Student Affairs | 4.1, 4.2, 4.3, 6, 7, 9 |
| 12.00 | All | Break / Lunch | |
| 13.00 | G | Faculty of Nursing (S1 Pendidikan NERS) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | E | Fakultas Perikanan & Kelautan (Faculty of Fisheries & Marine) (S1 Budidaya Perairan) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | A&C&F | BPP (Planning and Development Board) | 4.1, 4.2, 4.3, 6 |
| 14.30 | All | Any outstanding issue for day 1-5 | |
| 16.30 | All | Wrap Up Meeting | |
| 17.30 | All | End of Audit Day 5 | |

| DAY-6 (27 Nov 2017) | | | |
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| 08.30 | E & C | Faculty of Sciences and Technology (S1 Biology) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 08.30 | B | Faculty of Pharmacy (S1 Pendidikan Apoteker) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 12.00 | All | Break / Lunch | |
| 13.00 | E & C | Faculty of Sciences and Technology (S1 Biology) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 13.00 | B | Faculty of Pharmacy (S1 Pendidikan Apoteker) (continued) | 4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10 |
| 14.30 | All | Any outstanding issue | |
| 15.00 | All | Audit Report Preparation | |
| 16.30 | All | Closing Meeting | |
| 17.30 | All | End of Audit | |

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