

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) Daradjat Kardono (D) Muhammad Rosiawan (E) Eko Sudamar Widodo (F) & drg. Indah (G)
Auditor's mobile	+62 81294046277 & +62-8123544629
Standard	ISO 9001:2015 Quality
Audit Type	1 st Yearly Surveillance and Extension Scope Audit
Review Dates	8:30am – 17:00 pm on 14-18 Nov 2016
Audit duration (hrs)	264 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

1st Yearly Surveillance & Extension Scope Audit Schedule

Time	Assessor	Area/ Process / Function	Management System Standard Element (s)
DAY-1 (14 Nov 2016)			
08.00	All	Opening Meeting (All)	
08.30	E & D	Fakultas Perikanan & Kelautan (Faculty of Fisheries & Marine)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	G	Lembaga Penyakit Tropis (Institute of Tropical Diseases)	6, 7, 8, 9
08.30	C	Badan Pengawas Internal (Planning and Development Board)	6, 7, 9
08.30	A&B	BPP	4.1, 4.2, 4.3, 6
10.30	F	International Office & Partnership	4, 6, 7
12.00	All	Break / Lunch	
13.00	All	Top Management / REKTOR	4.1, 4.2, 5.1, 5.2, 5.3,
14.00	G & D	Lembaga Penyakit Tropis (Institute of Tropical Diseases) (continued)	6, 7, 8, 9
14.00	A&B	Master Program in Human Resource Department	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
14.00	C	Sekretaris Universitas (University Secretariat)	4.1, 4.2, 5.1, 5.2, 5.3, 9.3,
14.00	F	Career & Entrepreneur Centre	6, 7, 8, 9
16.00	All	Brief Summary Audit day 1	
17.00	All	End of Audit Day-1	
DAY-2 (15 Nov 2016)			
08.30	D&F	Direktorat Sumber Daya (Directorate of Resource)	5.3, 7.1
08.30	B	Lembaga Pengkajian & Peningkatan Pendidikan (Institute for Education Studies and Development)	4.1, 4.2, 4.3, 6, 7, 8, 9
08.30	E	Fakultas Sosial dan Ilmu Politik (Komunikasi, Sosiologi, Antropologi) (Faculty of Social & Political Sciences (Department of Communication, Department of Sociology, Department of Anthropology))	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10
08.30	A	Fakultas Farmasi (Faculty of Pharmacy)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	C	Master Program in Immunology	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	G	Fakultas Kedokteran Hewan (Faculty of Veterinary Medicine)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
12.00	All	Break / Lunch	
13.00	B	Direktorat Sistem Informasi (Directorate of Information System)	7.1, 7.5
13.00	D & F	Direktorat Sarana Prasarana (Directorate of Infrastructure)	4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10



13.00	C	Master Program in Immunology (Continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	A	Fakultas Farmasi (Faculty of Pharmacy) (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	E	Fakultas Sosial dan Ilmu Politik (Komunikasi, Sosiologi, Antropologi) (Faculty of Social & Political Sciences (Department of Communication, Department of Sociology, Department of Anthropology)) (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 (16 Nov 2016)			
08.30	B	Institute of Research and Innovation	4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10
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	C & E	Fakultas Ekonomi dan Bisnis (Prodi Manajemen, Akuntansi & Ekonomi Pembangunan, Doctorate Program in Economics) (Faculty of Economics and Business (Management Department, Accounting Department and Development Economics Department)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10
08.30	G	Fakultas Kedokteran (Faculty of Medicine)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	F	Diploma Program in Accounting	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
12.00	All	Break / Lunch	
13.00	B	Institute of Research and Innovation (continued)	4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10
13.00	D	Direktorat Keuangan (Directorate of Finance)	6, 7, 8,9
13.00	C & F & E	Fakultas Ekonomi dan Bisnis (Prodi Manajemen, Akuntansi & Ekonomi Pembangunan & Doctorate Program in Economics) (Faculty of Economics and Business (Management Department, Accounting Department and Development Economics Department) (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5, 9, 10
13.00	G	Fakultas Kedokteran (Faculty of Medicine) (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	A	Pusat Penerimaan Mahasiswa Baru (Centre for Student Admission)	6.1, 7.4, 8.2
16.00	All	Brief Summary Audit day 3	
17.00	All	End of Audit Day-3	
DAY-4 (17 Nov 2016)			
08.30	B	Institute of Community Services, Education, Training and Development	4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10
08.30	F	Diploma Program in Cattle Health	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	A	Faculty of Science and Technology (Biology, Chemistry, Mathematics)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	E	Centre for Information and Public Relation	6.1, 7.4, 8.2



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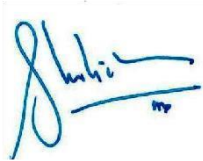
08.30	G	Faculty of Public Health	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	C	Faculty of Nursing	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
10.30	E	Center for Procurement Service	6, 7, 8
12.00	All	Break / Lunch	
13.00	B	Institute of Community Services, Education, Training and Development (continued)	4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10
13.00	F	Diploma Program in Cattle Health (Continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	A	Faculty of Science and Technology (Biology, Chemistry, Mathematics) (Continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	C & E	Faculty of Nursing (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	G	Faculty of Public Health (Continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
17.00	All	End of audit day-4	
DAY-5 (18 Nov 2016)			
08.30	A	Institute of Academic Product Development and Intellectual Property Rights	4.1, 4.2, 4.4, 6, 7.1, 8, 9, 10
08.30	B	Direktorat Kemahasiswaan (Directorate of Student Affairs)	4.1, 4.2, 4.3, 6, 7, 9
10.00	F	Fakultas Ilmu Budaya (Prodi Sejarah, Sastra Indonesia, Jepang & Inggris) (Faculty of Humanities)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	E	Fakultas Hukum (Faculty of Law)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	G	Fakultas Kedokteran Gigi (Faculty of Dentistry)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	C	Fakultas Psikologi (Faculty of Psychology)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
08.30	F	Library	6, 7
12.00	All	Break / Lunch	
13.00	G	Fakultas Kedokteran Gigi (Faculty of Dentistry) (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	E	Fakultas Hukum (Faculty of Law) (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	A&F	Fakultas Ilmu Budaya (Prodi Sejarah, Sastra Indonesia, Jepang & Inggris) (Faculty of Humanities) (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
13.00	B	Direktorat Pendidikan (Directorate of Education)	4.1, 4.2, 4.3, 6, 7, 8, 9
13.00	C	Fakultas Psikologi (Faculty of Psychology) (continued)	4.4, 6, 7, 8.1, 8.3, 8.4, 8.5,
14.00	All	Any outstanding issue for day 1-5	
15.00	All	Audit Report Preparation	
16.30	All	Closing Meeting	
17.30	All	End of Audit Day 5	

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
