

Audit Plan Next (Surveillance)

Organization:	Universitas Negeri Semarang	
Address:	Kampus Sekaran Gunungpati, Semarang 50299	
Actual Visit Date(s):	TBA	Visit Due by Date: as FU program [For auditor information only]
Lead Auditor:	A	
Team Member(s):	B	
Standard(s):	ISO 9001:2008 & IWA 2:2007	
Audit Language:	Bahasa Indonesia	
Scope	"Design curriculum and material lecture, education fro undergraduate program (Education Sciences Faculty, Languages and Arts Faculty, Social Sciences Faculty, Mathematics and Natural Sciences Faculty, Engineering Faculty, Sport Sciences Faculty, Economics Faculty and Law Faculty) and Supporting function"	

NOTE: The audit plan for Next surveillance or Re-certification is submitted by auditor during closing meeting.

Audit objectives: to confirm that the management system has been established and implemented in accordance with the requirements of the audit standard.

Date	Time	Auditor	Area / Department / Process / Function	Key Contact
Day 1	06.00	All	Flight to Semarang via SOETA Airport	
	08.30	All	Auditor arrived at client site	
	09.00	A	Opening meeting at vicon room Gedung H Lt. 4	
	09.30	All	Top Management Discussion	
	10.00	A	Fakultas Ilmu Keolahragaan <ul style="list-style-type: none"> - Learning Process incl. curriculum - Infrastructure - Evaluation - Yudisium & tracer study 	
		B	Fakultas Teknik/FT : Pend. Teknik Elektro, Teknik Bangunan <ul style="list-style-type: none"> - Learning Process incl. curriculum - Infrastructure - Evaluation - Yudisium & tracer study 	
	12.30		Lunch break	
	13.30	A	Fakultas Ilmu Sosial/FIS : Geografi, PPkn <ul style="list-style-type: none"> - Learning Process incl. curriculum - Infrastructure - Evaluation - Yudisium & tracer study 	
		B	Fakultas Matematika dan IPA/FMIPA (9 prodi): Pend. Matematika, Biologi <ul style="list-style-type: none"> - Learning Process incl. curriculum - Infrastructure - Evaluation - Yudisium & tracer study 	
	17.00		End of day 1	

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Date	Time	Auditor	Area / Department / Process / Function	Key Contact
Day 2	08.30	A	Fakultas Bahasa dan Seni/FBS (13 prodi): Pendidikan Bahasa Inggris, Pendidikan Seni Rupa, Pendidikan Bahasa Prancis - Learning Process incl. curriculum - Infrastructure - Evaluation - Yudisium & tracer study	
		B	Bagian Akademik di Biro Administrasi Akademik, Kemahasiswaan, dan Kerjasama (BAAKK) Fakultas Ekonomi: Prodi Akuntansi, Manajemen - Learning Process incl. curriculum - Infrastructure - Evaluation - Yudisium & tracer study	
			Break	
			Continue previous agenda End of day 2	
	12.00			
	13.00			
	17.00			



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Date	Time	Auditor	Area / Department / Process / Function	Key Contact
Day 3	08.30	A	Fakultas Ilmu Pendidikan/FIP: KTP, PLS - Learning Process incl. curriculum - Infrastructure - Evaluation - Yudisium & tracer study	
		B	Unit Pelaksana Tugas (UPT) Perpustakaan Management Representative (BPM) (Review of any changes within the scope of certification, Progress towards achieving established objectives and progress of continual improvement activities, Continuing operational controls, Internal Audit , Preventative and Corrective Action, including actions taken to address any nonconformity identified at the previous visit., Monitoring of customer satisfaction, Management Review)	
	12.00		Lunch Break	
	13.00	All	Prepare Report	
	14.00	All	Closing meeting	
	17.00	All	End of Audit Surveillance	

Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements

Job n°:	ID/JKT2845	Report date:	22 – 24 July 2013	Visit Type:	Surveillance	Visit n°:	4
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