

RECERTIFICATION AUDIT PLAN

1) Audit Objectives

- a) To determine the continued conformity and effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability for the scope of certification.
- b) To determine commitment of the organization to maintain the effectiveness and improvement of the management system in order to enhance overall performance.
- c) To determine whether the operation of the certified management system contributes to the achievement of the organization's policy and objectives
- d) To verify the effective implementation of corrective actions arising from the findings of the previous audit.

2) **Date of audit** : 18th, 19th, 22nd, 23rd, 24th, 25th and 26th June 2015

3) Site of audit :

Universiti Putra Malaysia
43400 Serdang
Selangor Darul Ehsan

Site 2
UPM Kampus Bintulu

4) Scope of certification :

Perkhidmatan Pengajian Pendidikan Di Peringkat Tertiar, Pengurusan Dan Pelaksanaan Penyelidikan, Perhubungan Industri Dan Masyarakat, Pengurusan Pembangunan Pelajar Dan Alumni, Dan Perkhidmatan Korporat

5) Audit criteria :

- ISO 9001: 2008 requirements
- Client's quality system documentation

6) Audit team

a) Audit Team Leader : Hanida Ghazali (except 22 & 23)

b) Auditor/ ~~Trainee auditor~~ : Asiyah Haron
Azhar Abdul Karim
Mariam Mohamed Zin
Dr Montaj Mustakim
Hj Ali Borhan (except 22 & 23)
Azizun Abdul Aziz (8 & 9 only)
Wan Shahima (8 & 9 only)

c) Technical Expert/Observer/etc : N/A

(If there is any objection on the proposed audit team, the client is required to inform in writing to the Audit Team Leader or the Head of Section)

7) Methodology of audit

- a) Review of documentation and records,
- b) Observation of processes and activities,
- c) Interview with client's personnel responsible for the audited area including top management.

8) Confidentiality requirements

The members of the audit team from SIRIM QAS International Sdn. Bhd. undertake not to disclose any confidential information obtained during the audit including information contained in the final report to any third party, without the express approval of the client unless required by law.

9) Working Language : English and Bahasa Melayu

10)	Reporting		
	i)	Language :	Bahasa Melayu
	ii)	Format :	Verbal and written
	iii)	Expected date of issue :	After closing meeting
	iv)	Distribution List :	Original copy issued to the client and copy maintained in the client file
11)	Facilities and assistance required :		
	i)	Meeting room	
	ii)	Facilities for photocopying	
	iii)	Personal protective equipment (where necessary)	
	iv)	A representative appointed by the client, acting as a guide to assist the audit team.	
12)	Details of Audit Plan :	As follows	

DETAILS OF AUDIT PLAN

Day 1 18 th June 2015		
UPM Serdang & UPM Kampus Bintulu		
Time	Agenda	Personnel
0900–0930	Opening Meeting (from UPM Kampus Bintulu) Briefing on the client's quality management system and any changes since the last audit Briefings by SIRIM	SIRIM's auditors and client's representatives
	UPM Kampus Bintulu	
0930–1600	Review of documentation against requirements of ISO 9001: 2008	Hanida & Client's representatives
	Fakulti Sains Pertanian Dan Makanan (Kampus Bintulu) Activities related to: - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure	Hanida & Client's representatives
	Kolej (Kampus Bintulu) Activities related to the services provided by Kolej kediaman including work environment and infrastructure. Bahagian Keselamatan (Kampus Bintulu) Activities related to Perkhidmatan Keselamatan	Azhar & Client's representatives
	UPM Serdang	
0930 - 1600	Fakulti Perubatan Veterinar Activities related to: - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure	Mariam & Client's representatives
	Fakulti Bahasa Moden & Komunikasi Activities related to: - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure	Asiyah & Client's representatives
	Fakulti Perhutanan Activities related to: - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure	Dr Montaj & Client's representatives
	Pejabat Naib Canselor (Bahagian Audit Dalam) Activities related to Audit Dalam UPM	Hj Ali & Client's representatives

	Pusat Kesihatan Universiti Activities related to Perkhidmatan perubatan dan pergigian	Matron Azizun & Client's representatives
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Day 2 19 th June 2015		
UPM Serdang & UPM Kampus Bintulu		
Time	Agenda	Personnel
	UPM Kampus Bintulu	
0900–1600	Continuation of Day 1 (where necessary) Fakulti Sains Pertanian Dan Makanan (Kampus Bintulu) Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Hanida & Client's representatives
	Continuation of Day 1 (where necessary) Perpustakaan Sultan Abdul Samad Kampus Bintulu Activities related to Perkhidmatan Perpustakaan	Azhar & Client's representatives
	UPM Serdang	
0900 - 1600	Fakulti Perubatan Veterinar Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Mariam & Client's representatives
	Fakulti Bahasa Moden & Komunikasi Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Asiyah & Client's representatives
	Fakulti Perhutanan Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Dr Montaj & Client's representatives
	Bahagian Keselamatan Activities related to Perkhidmatan Keselamatan	Hj Ali & Client's representatives
	Pusat Kesihatan Universiti Activities related to Perkhidmatan perubatan dan pergigian	Matron Azizun & Client's representatives

Day 3 22 nd June 2015		
UPM Serdang		
Time	Agenda	Personnel
0900–1600	Fakulti Ekonomi Dan Pengurusan Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Azhar & Client's representatives
	Fakulti Bioteknologi & Sains Biomolekul Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Mariam & Client's representatives
	Fakulti Pengajian Alam Sekitar Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Asiyah & Client's representatives
	Fakulti Sains Komputer Dan Teknologi Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Dr Montaj & Client's representatives
	Kolej Tun Dr Ismail Activities related Perkhidmatan Penginapan	Wan Shahima & Client's representatives

Day 4 23 rd June 2015		
UPM Serdang		
Time	Agenda	Personnel
0900–1600	Fakulti Ekonomi Dan Pengurusan Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Azhar & Client's representatives
	Fakulti Bioteknologi & Sains Biomolekul Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Mariam & Client's representatives

	Fakulti Pengajian Alam Sekitar Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Asiyah & Client's representatives
	Fakulti Sains Komputer Dan Teknologi Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Dr Montaj & Client's representatives
	Kolej Canselor Activities related Perkhidmatan Penginapan	Wan Shahima & Client's representatives

Day 5 24 th June 2015 UPM Serdang		
Time	Agenda	Personnel
0900-1600	Institut Penyelidikan Produk Halal Activities related to: <ul style="list-style-type: none"> - Pengurusan dan Pelaksanaan Penyelidikan dan Inovasi - Pengurusan harta intelek - Promosi - Penentuan Peralatan 	Hanida & Client's representatives
	Institut Penyelidikan Penuaan Malaysia Activities related to: <ul style="list-style-type: none"> - Pengurusan dan Pelaksanaan Penyelidikan dan Inovasi - Pengurusan harta intelek - Promosi - Penentuan Peralatan 	Azhar & Client's representatives
	Fakulti Pengajian Pendidikan Activities related to: <ul style="list-style-type: none"> - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure 	Asiyah & Client's representatives
	Institut Penyelidikan Matematik Activities related to: <ul style="list-style-type: none"> - Pengurusan dan Pelaksanaan Penyelidikan dan Inovasi - Pengurusan harta intelek - Promosi - Penentuan Peralatan 	Dr Montaj & Client's representatives

	Pusat Asasi Sains Pertanian Activities related to Pengajaran dan pembelajaran peringkat prauniversiti	Mariam & Client's representatives
	Pejabat Penasihat Undang-undang Activities related to Perkhidmatan Perundang-undangan Unit Integriti Activities related Tatatertib Staf	Hj Ali & Client's representatives

Day 6 25 th June 2015		
UPM Serdang		
Time	Agenda	Personnel
0900–1600	Institut Teknologi Maju Activities related to: - Pengurusan dan Pelaksanaan Penyelidikan dan Inovasi - Pengurusan harta intelek - Promosi - Penentuan Peralatan	Hanida & Client's representatives
	Kolej 15 Activities related Perkhidmatan Penginapan	Azhar & Client's representatives
	Fakulti Pengajian Pendidikan Activities related to: - Teaching And Learning Services At Tertiary Level - Management And Implementation Of Research - Other related activities including work environment and infrastructure	Asiyah & Client's representatives
	Institut Pertanian Tropika Activities related to: - Pengurusan dan Pelaksanaan Penyelidikan dan Inovasi - Pengurusan harta intelek - Promosi - Penentuan Peralatan	Dr Montaj & Client's representatives
	Pusat Asasi Sains Pertanian Activities related to Pengajaran dan pembelajaran peringkat prauniversiti	Mariam & Client's representatives
	Pejabat Naib Canselor - Pejabat Strategi Korporat Dan Komunikasi Activities related to Strategi Korporat Dan Komunikasi	Hj Ali & Client's representatives

Day 7 26 th June 2015		
UPM Serdang		
Time	Agenda	Personnel
0900 - 1500	Measurement, analysis and improvement - Internal audit - Corrective and preventive actions Management review	Hanida & Client's representatives
	Kolej 16 Activities related Perkhidmatan Penginapan	Azhar & Client's representatives
	Perpustakaan Kejuruteraan Dan Senibina Activities related to Perkhidmatan Perpustakaan	Mariam & Client's representatives
	Perpustakaan Perubatan Dan Sains Kesihatan Activities related to Perkhidmatan Perpustakaan	
	Pejabat Pendaftar (Latihan) Activities related to competence, training and awareness Pejabat Naib Canselor Activities related to handling of customer feedbacks (complaints and satisfactions)	Asiyah & Client's representatives
	Putra Science Park Activities related to Pengurusan perlindungan Harta Intelek, promosi dan pengkormesial	Dr Montaj & Client's representatives
	Pejabat Bursar Activities related to purchasing including monitoring of out sourced processes	Hj Ali & Client's representatives
1500-1600	Preparation of Report	SIRIM's auditors
1600	Closing Meeting : Presentation of Findings and Recommendation	SIRIM's auditors & client's representatives