

## RECERTIFICATION AUDIT PLAN

### 1. Audit objectives

- a) To determine the continued conformity of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to 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 the continued effectiveness of the certified management system with regard to the achievement of the organization's policy and objectives;
- d) To verify the correct use of marks and /or other references to certification;
- e) To verify the effective implementation of corrective actions arising from the findings of the previous audit (if applicable).

2. **Date of audit** : 21<sup>st</sup> until 25<sup>th</sup> May 2018

3. **Site of audit** :

Universiti Putra Malaysia  
43400 Serdang  
Selangor Darul Ehsan

Site 2  
Kampus Bintulu  
Jalan Nyabau  
97008 Bintulu

4. **Scope of certification** :

*Perkhidmatan Pengajian Pendidikan di Peringkat Tertiari, Pengurusan dan Pelaksanaan Penyelidikan, Perhubungan Industri dan Masyarakat, Pengurusan Pembangunan Pelajar dan Alumni, dan Perkhidmatan Korporat*

5. **Audit criteria** :

- ISO 9001:2015 requirements
- Client's quality system documentation

6. **Audit team & role**

- a) Audit Team Leader : Hanida Ghazali
- b) Auditor : As stated in the table
- c) Trainee auditor/  
Technical Expert/  
Observer/ Translator/  
Interpreter etc. : -

*(If there is any objection to the proposed audit team, the client is required to inform the Audit Team Leader/ Head of Section in writing with reason(s) for the objection)*

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** : 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 guide (who may also be the auditee) to assist the audit team

12. **Details of audit plan** : As follows

<b>Auditors</b>	<b>21.05.2018</b>	<b>22.05.2018</b>	<b>23.05.2018</b>	<b>24.05.2018</b>	<b>25.05.2018</b>
1. Hanida Ghazali	Pusat Jaminan Kualiti (Semakan Dokumen)	Bahagian Audit Dalam	Pusat Jaminan Kualiti (Audit Dalaman)		Pusat Jaminan Kualiti (Mesyuarat Kajian semula Pengurusan)
2. Abd. Lataf Daud			Pusat Sukan	Kolej Sepuluh (K10)	Institut Penyelidikan Penuaan Malaysia (IPPM)
3. Mariam Mohamed Zin	Fakulti Bioteknologi dan Sains Biomolekul (FBSB)	Fakulti Bioteknologi dan Sains Biomolekul (FBSB)	Perpustakaan Sultan Abdul Samad	Perpustakaan Perubatan Veterinar  Perpustakaan Perubatan dan Sains Kesihatan	Perpustakaan Kejuruteraan dan Senibina
4. Dr. Montaj Mustakim	Fakulti Pertanian (FP)	Fakulti Pertanian (FP)	Fakulti Ekonomi Pengurusan (FEP)	Fakulti Ekonomi Pengurusan (FEP)	Putra Science Park (PSP)
5. Maznah Mat Isa	Kampus Bintulu (FSPM)	Kampus Bintulu (FSPM)	Fakulti Perubatan Veterinar (FPV)	Fakulti Perubatan Veterinar (FPV)	Institut Teknologi Maju (ITMA)
6. Parimala Devi Ganesan			Kolej Kedua (K2)	Kolej Tiga Belas (K13)	Sekolah Pengajian Siswazah
7. Ani Alang			Pejabat Pendaftar	Pejabat Bursar	
8. Mani Maaran Krishan	Fakulti Sains Komputer dan Teknologi Maklumat (FSKTM)	Fakulti Sains Komputer dan Teknologi Maklumat (FSKTM)			
9. Mohamad Jaafar Jani				Pejabat Pembangunan dan Pengurusan Aset (PPPA)	Pejabat Strategi Korporat dan Komunikasi (Aduan dan Maklumbalas Pelanggan)
10. Kho Yeck Lan			Pusat Kokurikulum dan Pembangunan Pelajar	Pusat Pengurusan Penyelidikan (RMC)	Pusat Alumni
11. Rajakumaran a/l Karnagaran	Kampus Bintulu (Bahagian Teknologi Maklumat)	Kampus Bintulu (Bahagian Keselamatan)	Bahagian Hal Ehwal Pelajar	Bahagian Kaunseling UPM	Institut Pertanian Tropika dan Sekuriti Makanan (ITAFOS)
12. Mahmud Rizal Othman			Kolej Sultan Alaeddin Suleiman Shah (KOSASS)	Kolej Tun Dr. Ismail (KTDI)	Institut Penyelidikan Produk Halal (IPPH)

### DETAILS OF AUDIT PLAN

Day 1 :		
Time	Agenda	Responsibility
0900 - 0930	Opening Meeting (Kampus Serdang and Kampus Bintulu)  Briefing by client's representative on any changes to the system since last audit  Briefings by SIRIM	SIRIM's auditors and client's representatives
0930 - 1630	Review of actions taken on issues identified during the previous audit	SIRIM's auditors and Client's representatives
	Review of documentation against requirements of ISO 9001: 2015  Documented information	Hanida & Client's representatives
	Operation Activities related to: 1. Curriculum Design & Development 2. Teaching And Learning Services at Tertiary Level 3. Management And Implementation of Research and Innovation	Mariam (FBSB) Dr Montaj (FP) Manimaran (FSKTM) Maznah (FSPM UPMKB) and client's representatives
	Operation Activities related to Bahagian Teknologi Maklumat (UPMKB)	Raja and client's representatives
1630	Review of Day 1 Findings (where necessary)	SIRIM's auditors and client's representatives

Day 2 :		
Time	Agenda	Responsibility
0900 – 1630	Operation Activities related to Bahagian Audit Dalam	Hanida and client's representatives
	Operation Activities related to: 1. Curriculum Design & Development 2. Teaching And Learning Services at Tertiary Level 3. Management And Implementation of Research and Innovation	Mariam (FBSB) Dr Montaj (FP) Manimaran (FSKTM) Maznah (FSPM UPMKB) and client's representatives
	Operation Activities related to Bahagian Keselamatan (UPMKB)	Raja and client's representatives
1630	Review of Day 1 Findings (where necessary)	SIRIM's auditors and client's representatives

Day 3 :		
Time	Agenda	Responsibility
0900 – 1630	Performance evaluation - Internal audit	Hanida and client's representatives
	Operation Activities related to: 1. Curriculum Design & Development 2. Teaching And Learning Services at Tertiary Level 3. Management And Implementation of Research and Innovation	Dr Montaj (FEP) Maznah (FPV) and client's representatives
	Operation Activities related to Bahagian Hal Ehwal Pelajar	Raja and client's representatives
	Operation Activities related to Pusat Sukan	Lataf and client's representatives
	Operation Activities related to Pusat Kokurikulum dan Pembangunan Pelajar	Kho and client's representatives
	Operation Activities related Perpustakaan Sultan Abdul Samad	Mariam and client's representatives
	Operation Activities related to Kolej Sultan Alaeddin Suleiman Shah (KOSASS) dan Kolej Kedua	Pari, Mahmud and client's representatives
	Operation Activities related to Pejabat Pendaftar	Ani and client's representatives
1630	Review of Day 1 Findings (where necessary)	SIRIM's auditors and client's representatives

Day 4 :		
Time	Agenda	Responsibility
0900 – 1630	Operation Activities related to Pejabat Pembangunan dan Pengurusan Aset (PPPA)	Jaafar and client's representatives
	Operation Activities related to: 1. Curriculum Design & Development 2. Teaching And Learning Services at Tertiary Level 3. Management And Implementation of Research and Innovation	Dr Montaj (FEP) Maznah (FPV) and client's representatives
	Operation Activities related to Bahagian Kaunseling UPM	Raja and client's representatives
	Operation Activities related to Kolej 10, Kolej 13 and KTDI	Lataf, Pari, Mahmud and client's representatives
	Operation Activities related to Perpustakaan Perubatan Veterinar  Activities related to Perpustakaan Perubatan dan Sains Kesihatan	Mariam and client's representatives
	Operation Activities related to Pusat Pengurusan Penyelidikan (RMC)	Kho and client's representatives
	Operation Activities related to Pejabat Bursar	Ani and client's representatives
1630	Review of Day 1 Findings (where necessary)	SIRIM's auditors and client's representatives

Day 5 :		
Time	Agenda	Responsibility
0900 – 1400	Performance evaluation - Management review including short session with the top management	Hanida and client's representatives
	Operation Activities related to Institut Penyelidikan Penuaan Malaysia (IPPM)	Lataf and client's representatives
	Operation Activities related to Institut Pertanian Tropika dan Sekuriti Makanan (ITAFOS)	Raja and client's representatives
	Operation Activities related to Institut Penyelidikan Produk Halal (IPPH)	Mahmud and client's representatives
	Operation Activities related to Institut Teknologi Maju (ITMA)	Maznah and client's representatives
	Operation Activities related to Perpustakaan Kejuruteraan dan Senibina	Mariam and client's representatives
	Operation Activities related to Putra Science Park (PSP)	Dr Montaj and client's representatives
	Operation Activities related to Sekolah Pengajian Siswazah	Parimala and client's representatives
	Performance evaluation (Pejabat Strategi Korporat dan Komunikasi) Activities related to customer satisfaction  Nonconformity and corrective action (Pejabat Strategi Korporat dan Komunikasi) Activities related to customer complaints	Jaafar and client's representatives
	Operation Activities related to Pusat Alumni	Kho and client's representatives
1400 - 1600	Preparation of Report	SIRIM's auditors
1600	Closing Meeting : Presentation of Findings and Recommendation	SIRIM's auditors & client's representatives

Note: The audit activities will cover the requirements of context of the organization, leadership, planning, support, operation, performance evaluation and improvement