

AUDITPLAN



FileNo. : 20190602821,20190100614
Date : 1 OCTOBER 2023
ClientName&Address : UNIVERSITI PUTRA MALAYSIA
43400SERDANG
SELANGORDARULEHSANMALAYSIA
Attention : PUANZENAIMDZENON
TelephoneNo. : 03 9769 1512 /013-3808037
FaxNo. : 03-89472037

Dear Sir/Madam,

SURVEILLANCE 2 AUDIT PLAN ISO/IEC27001:2013, ISO9001:2015

Please be informed that the audit of your organization's management system has been scheduled from 9 to 13 October 2022.

Enclosed please find the audit plan. Please note that the audit plan serves as a guide and may change as the audit progresses.

Applicable for remote audit. Please ensure that all documents and records identified in this audit plan shall be submitted prior or during the audit. It is also advisable to test the platform compatibility including granting security and/ or profile access prior to the audit.

Thank you.

A handwritten signature in black ink, appearing to read 'Siti Rahmah Ahmad'.

SITI RAHMAH AHMAD
Services
Management System Certification Department
SIRIM QAS International Sdn Bhd,
H/P No: 012 390 3833
Fax. No : 03-55446414
E-Mail : sitirahmah@hotmail.com/rahmah_aa5001@sirim.my

SURVEILLANCE 2 AUDIT PLAN

1. Audit Objectives

- a) Compliance to the requirements of the standard, applicable statutory, regulatory and contractual requirements
- b) Performance monitoring, measuring, reporting and reviewing against key performance objectives and targets.
- c) Operational control of the organization's processes, internal auditing and management review, management responsibility for the organization's policies.

2. Site of Audit

43400 SERDANG
SELANGOR DARUL KEHSAN MALAYSIA

3. Scope of certification

- 1) SISTEM PENGURUSAN KESELAMATAN MAKLUMAT BAGI PROSES PENDAFTARAN PELAJAR BAHARU PRASISWAZAH MERANGKUMI AKTIVITI SEMAKAN TAWARAN HINGGA PENDAFTARAN KOLEJ KEDIAMAN.
- 2) SISTEM PENGURUSAN KESELAMATAN MAKLUMAT BAGI PROSES PENILAIAN PENGAJARAN PRASISWAZAH DI FAKULTI.

INI ADALAH MENEPATI PENYATAAN PEMAKAIAN: TARIKH KEMASKINI 04 SEPTEMBER 2018
PERKHIDMATAN PENGAJIAN PENDIDIKAN DI PERINGKAT TERTIARY, PENGURUSAN DAN PERLAKSANAAN PENYELIDIKAN, PERHUBUNGAN INDUSTRI DAN MASYARAKAT, PENGURUSAN PEMBANGUNAN PELAJAR DAN ALUMNI, DAN PERKHIDMATAN KORPORAT/TEACHING AND LEARNING SERVICES AT TERTIARY LEVEL, MANAGEMENT AND IMPLEMENTATION OF RESEARCH, NETWORKING WITH INDUSTRY AND COMMUNITY, MANAGEMENT OF STUDENT DEVELOPMENT AND ALUMNI, AND CORPORATE SERVICES.

TEACHING FACULTIES, INSTITUTES, CENTRES, OFFICE, DIVISION, ACADEMIES AND COLLEGES COVERED BY THIS CERTIFICATION ARE LISTED IN THE ANNEX TO THIS CERTIFICATE.

4. Audit Criteria

- a) ISO/IEC 27001:2013, ISO 9001:2015
- b) Client's management system documentation
- c) Applicable statutory and regulatory requirements

5. Audit Team & Role

ISO 9001:2015

Name of Auditor	Role	Number of Days	Audit Date
SITI RAHMAH AHMAD	AUDIT TEAM LEADER (OATL)	5	09 Oct 23 - 13 Oct 23
MARIAM BT MOHAMED ZIN	AUDITOR	5	09 Oct 23 - 13 Oct 23
CHUA MEA KENG	AUDITOR	3	11 Oct 23 - 13 Oct 23

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5. Audit Team & Role

NUR HANA ROSHIDA BINTI HAIRUDIN	AUDITOR	1	11 Oct 23
PARIMALA DEVI GANESAN	AUDITOR	4	10 Oct 23 - 13 Oct 23
MAZNAH BT MAT ISA	AUDITOR	3	11 Oct 23 - 13 Oct 23
RAJALEKSHMI RAMA CHANDRAM	AUDITOR	3	09 Oct 23 - 10 Oct 23, 12 Oct 23
MOHAMAD ABDUL KADIR BIN JOHARI	AUDITOR	5	09 Oct 23 - 13 Oct 23
MD SHAH BIN MD SAID	AUDITOR	1	09 Oct 23
DR MONTAJ MUSTAKIM	AUDITOR	5	09 Oct 23 - 13 Oct 23
NUR AINI BINTI MOHD. KHALID	TRAINEE AUDITOR	5	09 Oct 23 - 13 Oct 23

STANDARD NAME : ISO/IEC27001:2013

Name of Auditor	Role	Number of Days	Audit Date
SAZLIN BINTI ALIAS	AUDIT TEAM LEADER	2	12 Oct 23 - 13 Oct 23
DR. NOORUL HALIMIN BT MANSOL	AUDITOR	2	12 Oct 23 - 13 Oct 23
FAZLIN BT ZAKARIA	AUDITOR	2	10 Oct 23 - 11 Oct 23

6. 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

7. 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 client approval unless required by law.

8. Working Language : English

9. Reporting

Language : English

Format : Verbal and written

Expected date of issue : After closing meeting

Distribution list : Original copy issued to the client and copy maintained in the client file

SURVEILLANCE 2 AUDITPLAN

10. Facilities and assistance required

- a) Meeting room
- b) Facilities for photocopying and printing
- c) Personal Protective Equipment (PPE)
- d) A guide (who may also be the auditee) to assist the audit team

Details of Audit Plan

Number of Day(s) of Audit : 5

DAY 1

Time	Agenda	Responsibility
0930 - 1000	<p>OPENING MEETING</p> <ul style="list-style-type: none"> • Briefing by client's representative on organization activities, system and any changes to the system since the last audit. • Briefing on audit details by SIRIM QAS International's representative for QMS and ISMS 	Client's representatives and SIRIM's auditors
1000 - 1300	<p>Review of actions taken on non-conformities identified during the previous audit.</p> <p>Review of documentation against requirements of ISO9001:2015, including audit on documented Information on control & updating.</p> <p>Context of the organization and planning QMS plan including risk and opportunities monitoring (changes to the internal and external issues, interested parties, risk and opportunity register and its outcomes), quality objectives and planning of changes.</p> <p>Performance evaluation</p> <ul style="list-style-type: none"> - Customer satisfactions and customer complaint (methods of obtaining, monitoring, action implemented & controlling) and analysis of data related and feedback. - Audit on activities related to internal audit, planning including audit programme, objective, scope, coverage of audit, appointment of auditors, implement the internal audit and execute the activities. <p>PUSAT JAMINAN KUALITI AND PUSAT STRATEGIK DAN PERHUBUNGAN KORPORAT (PSPK)</p>	<p>SITI RAHMAH & Client's representative</p> <p>TRAINEE AUDITOR – Nur Aini</p>

SURVEILLANCE 2 AUDITPLAN

DAY 1

Time	Agenda	Responsibility
1000 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI SAINS KOMPUTER DAN TEKNOLOGI MAKLUMAT (FSKTM)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	MARIAM & Client's representative
1000 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI PERUBATAN VETERINAR (FPV)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	DR. MONTAJ & Client's representative
1000 - 1300	<p>SITE 2 - UPM BINTULU</p> <p>OPERATION Audit process related to TEACHING & LEARNING AT DIPLOMA level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI SAINS PERTANIAN DAN PERHUTANAN</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	ABDUL KADIR & Client's representative

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DAY 1

Time	Agenda	Responsibility
1000 - 1300	<p>OPERATION</p> <p>Audit process related to services at :</p> <p>- PEJABAT PENASIHAT UNDANG-UNDANG (PPUU) which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities.</p>	RAJALEKSHMI & Client's representative
1000 - 1300	<p>OPERATION</p> <p>Audit process at BAHAGIAN PERUMAHAN DAN PENEMPATAN UPM related to student accommodation services on campus and off campus which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities.</p> <p>Sampling of Colleges :</p> <p>1. Kolej Tan Sri Aisyah Ghani (KTAG) 2. Kolej Sepuluh (K10)</p>	MD SHAH & Client's representative
1300 - 1400	LUNCH BREAK	ALL
1400 - 1630	Continuation of audit on areas or activities that have not been completed	AUDITORS & Client's representative
1630	End of audit and review of Day 1 findings	AUDITORS & Client's representative

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DAY 2

Time	Agenda	Responsibility
0930 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI EKOLOGI MANUSIA (FEM) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	SITI RAHMAH & Client's representative
0930 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Language course development services • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>PUSAT PEMAJUAN KOMPETENSI BAHASA (CALC) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	MARIAM & Client's representative
0930 - 1300	<p>SITE 2 - UPM BINTULU</p> <p>OPERATION Audit process at BAHAGIAN PERUMAHAN DAN PENEMPATAN UPM related to student accommodation services on campus and off campus which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities. Sampling of Colleges :</p> <ol style="list-style-type: none"> 1. Kolej Sri Rajang 2. Hal Ehwal Pelajar - management of activities related to student affairs, student discipline and sponsorship. 	ABDUL KADIR & Client's representative

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DAY 2

Time	Agenda	Responsibility
0930 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Management and implementation of research and innovation - Student Progress report - Presentation of research proposal - viva voce • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI PERUBATAN VETERINAR (FPV)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research</p>	<p>DR. MONTAJ & Client's representative</p> <p>TRAINEE AUDITOR – Nur Aini</p>
0930 - 1300	<p>OPERATION Audit process at AKADEMI SUKAN :</p> <ul style="list-style-type: none"> - management of strategic cooperation with industry and community - income generation through industry and community relations activities - management of knowledge and technology transfer activities 	<p>RAJALEKSHMI & Client's representative</p>
0930 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI SAINS (FS)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	<p>PARIMALA & Client's representative</p>

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DAY 2

Time	Agenda	Responsibility
0930-1300	ISMS- ISO 27001:2013 OPERATION Audit process inclusive of operational planning and control, information security risk assessment and information security risk treatment – verification on the effectiveness of control as per Statement of Applicability in relation to Pendaftaran Pelajar Baharu prasiswazah <ul style="list-style-type: none">• Bahagian Perumahan dan Penempatan• Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik• Kolej Dua Belas• Kolej Tun Dr. Ismail Covering A.8 – A.18	FAZLIN and client's representatives
1300 - 1400	LUNCH BREAK	ALL
1400 - 1630	Continuation of audit on areas or activities that have not been completed	AUDITORS & Client's representative
1630	End of audit and review of Day 2 findings	AUDITORS & Client's representative

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DAY 3

Time	Agenda	Responsibility
0930 - 1300	<p>OPERATION</p> <p>Audit process related to TEACHING & LEARNING AT GRADUATE Level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Management and implementation of research and innovation - Student Progress report - Presentation of research proposal - viva voce • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI EKOLOGI MANUSIA (FEM)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research</p>	SITI RAHMAH & Client's representative
0930 - 1300	<p>OPERATION</p> <p>Audit process at PEJABAT NAIB CANSOLOR which include :</p> <ul style="list-style-type: none"> - Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan (PPKKP) - Bahagian Pentadbiran 	MARIAM & Client's representative
0930 - 1300	<p>OPERATION</p> <p>Audit process related to TEACHING & LEARNING AT GRADUATE Level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Management and implementation of research and innovation - Student Progress report - Presentation of research proposal - viva voce • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>INSTITUT ANTARABANGSA AKUAKULTUR DAN SAINS AKUATIK (i-AQUAS)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research</p>	DR. MONTAJ & Client's representative

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DAY 3

Time	Agenda	Responsibility
0930 - 1300	<p>SITE 2 - UPM BINTULU OPERATION Audit process related to TEACHING & LEARNING at UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI SAINS PERTANIAN DAN PERHUTANAN NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	ABDUL KADIR & Client's representative
0930 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Management and implementation of research and innovation - Student Progress report - Presentation of research proposal - viva voce • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI SAINS (FS) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research</p>	PARIMALA & Client's representative
0930 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI PERUBATAN DAN SAINS KESIHATAN (FPSK) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	MAZNAH & Client's representative TRAINEE AUDITOR – Nur Aini

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DAY 3

Time	Agenda	Responsibility
0930 - 1300	<p>OPERATION Audit process at PEJABAT PENDAFTAR which include :</p> <ul style="list-style-type: none"> - Service management of governance and integrity - Human resource management, development and services. 	CHUA & Client's representative
0930 - 1300	<p>OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>FAKULTI BAHASA MODEN DAN KOMUNIKASI (FBMK) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.</p>	HANA & Client's representative
0930 - 1300	<p>ISMS- ISO 27001:2013 OPERATION Audit process inclusive of operational planning and control, information security risk assessment and information security risk treatment – verification on the effectiveness of control as per Statement of Applicability in relation to Penilaian Pengajaran</p> <ul style="list-style-type: none"> • Pusat Pembangunan dan Kecemerlangan Kepemimpinan Akademik (CADe-Lead) • Fakulti Perhutanan dan Alam Sekitar (FHAS) • Fakulti Sains dan Teknologi Makanan (FSTM) <p>Covering A.8 – A.18</p>	FAZLIN and client's representatives
1300 - 1400	LUNCH BREAK	ALL
1400 - 1630	Continuation of audit on areas or activities that have not been completed	AUDITORS & Client's representative
1630	End of audit and review of Day 3 findings	AUDITORS & Client's representative

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DAY 4

Time	Agenda	Responsibility
0930 - 1300	<p>OPERATION</p> <p>Audit process at PUSAT PEMBANGUNAN DAN KECEMERLANGAN KEPIMPINAN AKADEMIK (CADe-Lead) which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities.</p>	SITI RAHMAH & Client's representative
0930 - 1300	<p>OPERATION</p> <p>Audit process related to library services and facilities at PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS)</p>	MARIAM & Client's representative
0930 - 1300	<p>OPERATION</p> <p>Audit process related to TEACHING & LEARNING AT GRADUATE Level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Management and implementation of research and innovation - Student Progress report - Presentation of research proposal - viva voce - Implementation of Research and Innovation • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>INSTITUT NANOSAINS DAN NANOTEKNOLOGI (ION2)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research</p>	DR. MONTAJ & Client's representative
0930 - 1300	<p>SITE 2 - UPM BINTULU</p> <p>SUPPORT SERVICES</p> <p>Audit process related to :</p> <p>1. BAHAGIAN PENTADBIRAN</p> <p>2. BAHAGIAN STRATEGIK, KOMUNIKASI KORPORAT DAN JARINGAN</p>	ABDUL KADIR & Client's representative
0930 - 1300	<p>OPERATION</p> <p>Audit process related PUSAT KESIHATAN UNIVERSITI (PKU) which include health and dental services</p>	MAZNAH & Client's representative
0930 - 1300	<p>OPERATION</p> <p>Audit process related to PUTRA SCIENCE PARK which include:</p> <ul style="list-style-type: none"> - management of intellectual property protection - management of promotion and innovation marketing - management of commercialization and technology transfer 	CHUA & Client's representative
0930 - 1300	<p>OPERATION</p> <p>Audit process related to PUSAT PEMBANGUNAN KEUSAHAWANAN DAN KEBOLEHPASARAN GRADUAN which include:</p> <ul style="list-style-type: none"> - management of student entrepreneurialship activities - management of graduate employability activities 	<p>RAJALEKSHMI & Client's representative</p> <p>TRAINEE AUDITOR – Nur Aini</p>

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DAY 4

Time	Agenda	Responsibility
0930 - 1300	<p>OPERATION</p> <p>Audit process related to TEACHING & LEARNING AT GRADUATE Level which include:</p> <ul style="list-style-type: none"> • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning <ul style="list-style-type: none"> - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Management and implementation of research and innovation - Student Progress report - Presentation of research proposal - viva voce • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>INSTITUT PENYELIDIKAN MATEMATIK (INSPEM)</p> <p>NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research</p>	PARIMALA & Client's representative
0930 - 1300	<p>ISMS- ISO 27001:2013</p> <p>OPERATION</p> <p>Audit process inclusive of operational planning and control, information security risk assessment and information security risk treatment – verification on the effectiveness of control as per Statement of Applicability in relation to :</p> <ul style="list-style-type: none"> • Pendaftaran Pelajar Baharu Siswazah • Sekolah Pengajian Siswazah • Pusat Antarabangsa <p>Covering A.8 – A.18</p>	SAZLIN and client's representatives
0930 - 1300	<p>ISMS- ISO 27001:2013</p> <p>OPERATION</p> <p>Audit process inclusive of operational planning and control, information security risk assessment and information security risk treatment – verification on the effectiveness of control as per Statement of Applicability in relation to Pusat Pembangunan Maklumat dan Komunikasi (iDEC)</p> <p>Covering A.8 – A.14</p>	DR. NOORUL and client's representatives
1300 - 1400	LUNCH BREAK	ALL
1400 - 1630	Continuation of audit on areas or activities that have not been completed	AUDITORS & Client's representative
1630	End of audit and review of Day 4 findings	AUDITORS & Client's representative

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DAY 5

Time	Agenda	Responsibility
0930 - 1300	OPERATION Audit process related to BAHAGIAN AUDIT DALAM which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities.	SITI RAHMAH and client's representatives TRAINEE AUDITOR – Nur Aini
0930 - 1300	OPERATION Audit process related to services at : - PEJABAT BURSAR to include payments, asset management and procurement.	MARIAM & Client's representative
0930 - 1300	OPERATION Audit process related to BAHAGIAN KAUNSELING UPM which include Individual and group counseling services and guidance to UPM students and staff	DR. MONTAJ & Client's representative
0930 - 1300	OPERATION Audit process related to PUSAT PERTANIAN PUTRA	ABDUL KADIR & Client's representative
0930 - 1300	OPERATION Audit process at PUSAT PEMBANGUNAN MAKLUMAT DAN KOMUNIKASI (iDEC) which include : - information and communication technology services	CHUA & Client's representative
0930 - 1300	OPERATION Audit process related to PUSAT PENGIMEJAN DIAGNOSTIK NUKLEAR (PPDN) which include: - imaging, diagnostik and consultation services - teaching and research services in the field of radiology - industrial and international relations in related fields - knowledge transfer and contribution to the community in the field of medicine	MAZNAH & Client's representative TRAINEE AUDITOR – Nazmie
0930 - 1300	OPERATION Audit process at PUSAT HUBUNGAN DAN JARINGAN INDUSTRI (CiRNeT) : - management of strategic cooperation activities with industry and as a one stop centre for industry linkages	PARIMALA & Client's representative

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DAY 5

Time	Agenda	Responsibility
0930 - 1300	<p>ISMS- ISO 27001:2013 Follow up previous audit findings and review of documentation against requirements of ISO/IEC 27001:2013</p> <p>Audit on the activities related to following requirements:</p> <ul style="list-style-type: none"> • Context of the organization inclusive of understanding the organization and understanding the needs and expectations of interested parties, determining the scope of the ISMS. • Planning inclusive of actions to address security risk assessment, risk treatment and ISMS objectives and plans to achieve them. • Performance evaluation inclusive of monitoring, measurement, analysis and evaluation, internal audit and management review. <p>OPERATION Audit process inclusive of operational planning and control, information security risk assessment and information security risk treatment – verification on the effectiveness of control as per Statement of Applicability in relation to</p> <ul style="list-style-type: none"> • Pusat Jaminan Kualiti (CQA) • Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan (Pelan Kesinambungan Perkhidmatan) <p>covering : A.5 and A.6 and A.17</p>	SAZLIN and client's representatives
0930 - 1300	<p>ISMS- ISO 27001:2013 OPERATION Audit process inclusive of operational planning and control, information security risk assessment and information security risk treatment – verification on the effectiveness of control as per Statement of Applicability in relation to Pusat Pembangunan Maklumat dan Komunikasi (iDEC)</p> <p>Covering A.15 – A.18</p> <ul style="list-style-type: none"> • Lawatan ke Pusat Data dan Pusat Simpanan Salinan Media di Beta Data Centre. • Pejabat Penasihat Undang - Undang <p>Covering A.18 Compliance</p>	DR. NOORUL and client's representatives
1300 - 1400	LUNCH BREAK	ALL
1400 - 1630	<p>Continuation of audit on areas or activities that have not been completed</p> <p>End of audit and preparation of report</p>	AUDITORS & Client's representative
1630	Closing Meeting: Presentation of Findings and Recommendation	AUDITORS & Client's representative
NOTE :	<p>1: Where applicable, audit shall cover ISO9001 : 2015 standard requirements including clause 4 : Context of the organization, clause 5 : Leadership, clause 6 : Planning, clause 7 : Support, clause 8 : Operation, clause 9 : Performance evaluation, clause 10 : Improvement</p> <p>2. ISMS- ISO 27001:2013 Operation will cover control A.8 Asset Management, A.9 Access Control, A.10 Cryptography, A.11 Physical and Environmental Security, A.12 Operations Security, A.13 Communications Security, A.14 System Acquisition, Development and Maintenance and A.15 Supplier Relationships.</p> <p>3. Afternoon break is according to organization's break time.</p>	