

Nomor : 18859UN31.LPPM/PM/2019  
Hal : Undangan Audit SGS

23 APR 2019

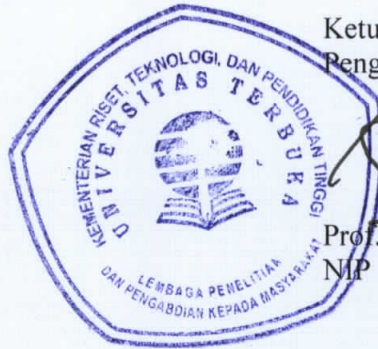
Yth.

1. Sekretaris LPPM;
  2. Kepala Pusat Penelitian Keilmuan;
  3. Kepala Pusat Riset & Inovasi PTJJ;
  4. Kepala Pusat Pengabdian kepada Masyarakat;
  5. Kepala Pusat Pengembangan Hub. Internasional & Kemitraan;
  6. Kepala Bagian Tata Usaha LPPM;
  7. Para Kepala Subbagian LPPM
- Universitas Terbuka

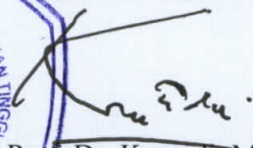
Dengan ini kami mengundang Bapak/Ibu untuk menghadiri rapat yang akan diselenggarakan pada:

Hari/tanggal : Rabu, 24 April 2019  
Waktu : Pukul 08.30 - selesai  
Tempat : Ruang Sidang LPPM Lt 2  
Agenda : Undangan dalam rangka Audit SGS

Atas perhatian dan kerja sama yang baik, kami ucapkan terima kasih.



Ketua Lembaga Penelitian dan  
Pengabdian kepada Masyarakat

  
Prof. Dr. Karnedi, M.A.  
NIP 196405081999031002

## Audit Plan

Organization:	Universitas Terbuka		
Address:	Jl. Cabe Raya, Ciputat, Pondok Cabe – Pamulang, Tangerang, 15418		
Visit Number:	V4 + V5	Actual Visit Date:	TBA
Visit Due by Date:	TBA	For auditor information only	
Lead Auditor:	(A)		
Team Member(s):	(B) (C)		
Additional Attendees and Roles	-		
Standard(s):	ISO 9001:2015		
Audit Language:	Bahasa Indonesia		
Audit Scope:	Provision Management Academic of Design Curriculum, Students Learning Materials, Examination, Administration, Research & Community Services and Learning Consist of 34 Study Programs & Supporting Units		

*Audit Objectives: To determine conformity of the management system, or parts of it with audit criteria and its:*

- *ability to ensure applicable statutory, regulatory and contractual requirements are met,*
- *effectiveness to ensure the client can reasonably expect to achieve specified objectives*
- *and to identify as applicable areas for potential improvement.*

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
22/4/19	08.00	A,B	Arrival at Universitas Terbuka Pondok Cabe	
	09.00	A,B	Opening Meeting	
	10.00	B	S1 Ilmu Pemerintahan Focus Audit: a. Pengembangan Prodi (JKAK AJ01) b. Pengemb. Kurikulum (JKAK AJ02) c. Pengemb. BAC & BANC (JKAK AJ03) d. Pengemb. Bahan Ujian (JKAK AJ04) e. Pengemb. Kit Tutorial (JKOP BB09) f. Pencapaian Sasaran Kualitas g. Pengelolaan Tutor (JKOP BB09)	
	12.00	A, B, C	Break	
	10.00	A	S1 Administrasi Bisnis Focus Audit: a. Pengembangan Prodi (JKAK AJ01) b. Pengemb. Kurikulum (JKAK AJ02) c. Pengemb. BAC & BANC (JKAK AJ03) d. Pengemb. Bahan Ujian (JKAK AJ04) e. Pengemb. Kit Tutorial (JKOP BB09) f. Pencapaian Sasaran Kualitas g. Pengelolaan Tutor (JKOP BB09)	
	16.00	A, B	End of day 1	
23/4/19	08.30	A,B	Arrival to UT Pondok Cabe	
	09.00	A	S1 Pendidikan Biologi Focus Audit: a. Pengembangan Prodi (JKAK AJ01) b. Pengemb. Kurikulum (JKAK AJ02) c. Pengemb. BAC & BANC (JKAK AJ03)	

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
			d. Pengemb. Bahan Ujian (JKAK AJ04) e. Pengemb. Kit Tutorial (JKOP BB09) f. Pencapaian Sasaran Kualitas g. Pengelolaan Tutor (JKOP BB09)	
		B	S1 Pendidikan Matematika Focus Audit: a. Pengembangan Prodi (JKAK AJ01) b. Pengemb. Kurikulum (JKAK AJ02) c. Pengemb. BAC & BANC (JKAK AJ03) d. Pengemb. Bahan Ujian (JKAK AJ04) e. Pengemb. Kit Tutorial (JKOP BB09) f. Pencapaian Sasaran Kualitas g. Pengelolaan Tutor (JKOP BB09)	
	12.00	A	Break	
	13.00	A	Continue previous agenda	
	17.00	A	End of audit day 2	
24/4/19	08.15	A,B	Arrival auditors at UT Pusat Pondok Cabe	
	08.30	A	LPPMP	
		B	LPPM	
		A	BAKP	
	12.00	A	Break	
	13.00	A	Continue previous agenda	
	17.00	A	End of Audit Day 3	
29/4/19	08.15	A, B, C,D	Arrival auditors at UT Pusat Pondok Cabe	
	08.30	A	S1 Matematika	
		B	UPT TIK	
		C	S1 Statistika Focus Audit: a. Pengembangan Prodi (JKAK AJ01) b. Pengemb. Kurikulum (JKAK AJ02) c. Pengemb. BAC & BANC (JKAK AJ03) d. Pengemb. Bahan Ujian (JKAK AJ04) e. Pengemb. Kit Tutorial (JKOP BB09) f. Pencapaian Sasaran Kualitas g. Pengelolaan Tutor (JKOP BB09)	
	12.00	A, B, C,D	Break	
		A	PUSJIAN	
		B	PUSLABA	
	16.00	A, B, C,D	End of day 4	
30/4/19	08.15	A, B, C	Arrival auditors at UT Pusat Pondok Cabe	

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
	08.30	A	S2 Administrasi Publik Focus Audit: a. Pengembangan Prodi (JKAK AJ01) b. Pengemb. Kurikulum (JKAK AJ02) c. Pengemb. BAC & BANC (JKAK AJ03) d. Pengemb. Bahan Ujian (JKAK AJ04) e. Pengemb. Kit Tutorial (JKOP BB09) f. Pencapaian Sasaran Kualitas g. Pengelolaan Tutor (JKOP BB09)	
		B	S1 Akuntansi	
		C	P2M2	
		D	Function: QMS Leader / Management Representative Management Review : Input: <ul style="list-style-type: none"> <li>- Changes on internal &amp; external issues</li> <li>- Performance &amp; effectiveness of QMS [customer satisfaction feedback, quality objectives achievement, process/product performance, nonconformity &amp; corrective action, monitoring &amp; measurement results, audit results, performance of external provider,</li> <li>- Adequacy of resources</li> <li>- Effectiveness of action to address risk</li> <li>- Opportunity for improvement</li> </ul> <b>Output:</b> Decision for: <ul style="list-style-type: none"> <li>- Opportunity for improvement</li> <li>- Needs for changes of QMS</li> </ul> Resources needs	
	12.00	A, B, C	Break	
		A, B, C	Closing Audit	
		A, B, C	End of day 5	

**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.