

ASSESSMENT PLAN (A 218)		Client Name	UNIVERSITAS SEBELAS MARET (UNS)				bsi.
Assessment Visit	CAV-1	Management Standard(s)	ISO 9001:2008	Day (s)	5	Client T-Code	T-68
Assessment Scope	<p>The Provision of Education Administration Service in: Office of Admission Universitas Sebelas Maret, Bureau of Academic And Administration Partnership Affairs, Bureau of General and Financial Affairs, Bureau of Student And Alumni Affairs, Bureau of Planning and Information Affairs, Faculty of Teacher Training and Education, Faculty of Cultural Science, Faculty of Economics and Business, Faculty of Social Science and Politics, Faculty of Law, Faculty of Agriculture, Faculty of Medicine, Faculty of Engineering, Faculty of Mathematics and Natural Science, Faculty of Arts and Design, Postgraduate Program, The Institute of Development And Quality Assurance of Education, The Technical Implementing Unit of Library, The Technical Implementing Unit of Integrated Laboratory, The Technical Implementing Unit of Language, UNS Press, UNS Medical Center,</p> <p>and Provision of education service for: Mathematics and Natural Science Education of Teacher Training and Education Faculty (majoring in Mathematics, Physics, Biology, Chemistry), Law Science, Civil Engineering, Provision of language training, test, self access center, technical assistance and translation (for English, Dutch, German, Japanese, Mandarin and French) for The Technical Implementing Unit of Language.</p>						
Exclusion(s)	N/A			BSI Team		Team Code	
Company Representative	Djoko Sarwono sarwono60@yahoo.co.id Sarwanto sarwanto@fkip.uns.ac.id	Phone:		Leader	(A)	T68	
Company Manual ref.		Hp/Fax.	+62-081329041139 +62-08122622105	Member	(B)	T68	
Opening Meeting	Xx October, 2016 / 08.00	Language	Indonesia	Expert			
Closing Meeting	Xx October, 2016 / 16.00			Audit Location	Jl. Ir. Sutami No. 36A, Surakarta, Jawa Tengah 57126 - Indonesia		

Date	Time	Assessor	Area/ Process / Function	Management System Standard Element (s)
1st day	11.00	All	Arrival at Campus	

	11.15	All	Opening meeting	
	11.30	All	Top Management	
	12.00	All	Break	
	13.00	A	Management Representative (Document Control, Control of Record, Internal Audit, Management Review)	
	13.00	B	Academic Administration	5.4, 6.3, 6.4, 7.1, 7.2, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	15.00	A	SPMB (Secretariat of Admissions)	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	16.00	All	End of 1st day audit	
2nd days	07.30	All	Arrival at Campus	
	08.00	A	Faculty of Economics and Business	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	08.00	B	Provision of education services for FKIP P MIPA (majoring in mathematics, physics, biology and chemistry) with Program Study	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	12.00	All	Break	
	13.00	A	Central Library (library services consisting of material processing, circulation, promotion and user education, information search and cooperation, and self access terminal)	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	13.00	B	Provision of education services for FKIP P MIPA (majoring in mathematics, physics, biology and chemistry) with Program Study (Continued)	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	16.00	All	End of 2nd day audit	
3rd Days	08.30	All	Arrival at Campus	
	08.00	A	Provision of languages training, test, self access center, technical assistance and translation (for English, Dutch, German, Japanese, Mandarin and French) for UPT P2B (Language Development Center)	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	08.00	B	Central Laboratory of Mathematics and Natural Sciences	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	12.00	All	Break	
	13.00	A	Provision of languages training, test, self access center, technical assistance and translation (for English, Dutch, German, Japanese, Mandarin and French) for UPT P2B (Language Development Center) (Continued)	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	13.00	B	UNS Press	5.4, 6.3, 6.4, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
	14.30	A,B	Audit report Preparation	

	15.00	All	Closing Meeting	
	16.00	All	End of 3rd day audit	

Note:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the Assessment.
- BSI Assessors reserve the right to change or add to the elements listed before or during the Assessment depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the Assessor's use.
- Restricted area (if any) has to inform to the auditor to ensure assessing could be done as planned.
- Please provide necessities and proper safety tools such as safety shoes, goggle, etc.
- Please provide a light working lunch on-site each Assessment day.
- Your contract with BSI is an integral part of this Assessment plan and details confidentiality arrangements, Assessment scope, information on follow up activities and any special reporting requirements
- Should you have any reservation concerning the Assessment team or its members, please contact the Operations Manager – PT BSI Group Indonesia directly
- BSI maintains strict confidentiality concerning all information gained from undertaking its business (A copy of the assessors confidentiality statement is available upon request)