

<b>ASSESSMENT PLAN (A 218)</b>		<b>Client Name</b>	<b>UNIVERSITAS SEBELAS MARET SURAKARTA</b>				<b>bsi.</b>
Assessment Visit	<b>CAV-2</b>	<b>Management Standard(s)</b>	<b>ISO 9001:2008</b>	<b>Day (s)</b>	<b>7</b>	<b>Client T-Code</b>	<b>T-68</b>
Assessment Scope	<p>The provision of education administration services in SPMB (Secretariat of Admissions, Secretariat of Admissions does not cover selection process), Academic Administration, Student Administration Bureau, Planning Information Administration Bureau, General and Finance Administration Bureau, Graduate Program, Faculty of Economics and Business, Faculty of Law, Faculty of Social and Political Sciences, Faculty of Medicine, Faculty of Teacher Training and Education, Faculty of Mathematics and Natural Sciences, Faculty of Agriculture, Faculty of Letters and Visual Arts, Faculty of Engineering, Institute for Education Development, Central Laboratory of Mathematics and Natural Sciences, UNS Medical Center, Language Development Center, Central Library (library services consisting of material processing, circulation, promotion and user education, information search and cooperation, and self access terminal) and UNS Press and Provision of education services for FKIP P MIPA (majoring in mathematics, physics, biology and chemistry, Undergraduate Program in Citizenship Education, Undergraduate Program in History, Undergraduate Program in Geography, Undergraduate Program in Sociology and Anthropology, Undergraduate Program in Office Administration, Undergraduate Program in Accounting, Undergraduate Program in Economic Education, Undergraduate Program in English, Undergraduate Program in Indonesia Language (Bahasa), Undergraduate Program in Fine Arts, Undergraduate Program in Javanese Language. Undergraduate Program In Special Education, Undergraduate Program In Counselling, Undergraduate Program In Elementary School Teaching, Undergraduate Program In Early Childhood Education, Undergraduate Program In Computer Science and Technology, Undergraduate Program In Building Engineering Education, Undergraduate Program In Mechanical Engineering, Undergraduate Program In Health, Physical Education and Recreation, Undergraduate Program In Sports and Training Education); Faculty of Law, Civil Engineering and Provision of languages training, test, self access center, technical assistance and translation (for English, Dutch, German, Japanese, Mandarin and French) for UPT P2B</p>						
Exclusion(s)	N/A			<b>BSI Team</b>		<b>Team Code</b>	
Company Representative	Djoko Sarwono <a href="mailto:sarwono60@yahoo.co.id">sarwono60@yahoo.co.id</a> Sarwanto <a href="mailto:sarwanto@fkip.uns.ac.id">sarwanto@fkip.uns.ac.id</a>	Phone:		Leader	<b>Watining Astuti (A)</b>	<b>T68</b>	
Company Manual ref.	Quality Manual	Hp/Fax.	+62-081329041139 +62-08122622105	Member	<b>Sulaksono S.(B)</b>	<b>T68</b>	
Opening Meeting	<b>May 2017 / 08.00</b>	Language	<b>Indonesia</b>	Expert			
Closing Meeting	<b>May 2017 / 16.00</b>			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	07.30	All	Arrival at Campus	

	08.00	All	Opening meeting	
	08.30	B	Management Representative (Document Control, Control of Record, Internal Audit, Management Review, Follow-up previous audit finding)	4.2.3, 4.2.4, 5.4, 5.5, 8.2.2, 5.6, 8.5.2, 8.5.3
	08.30	A	Faculty of Law (Law Science)	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
	10.30	A	Faculty of Social and Political 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
	10.30	B	Institute for Education Development (including LPPMP)	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
	<b>12.00</b>	<b>All</b>	<b>Break</b>	
	13.00	A	Faculty of Social and Political Sciences - Continue	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	Institute for Education Development (including LPPMP) - Continue	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	Faculty of Agriculture	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	B	Faculty of Engineering (Civil Engineering)	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
	18.00	All	End of 1st day audit	
2nd days	07.30	All	Arrival at Campus	
	08.00	A	Faculty of Medicine	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	Faculty of Letters and Visual Arts	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
	10.00	A	Faculty of Teacher Training and Education	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
	10.00	B	Faculty 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
	<b>12.00</b>	<b>All</b>	<b>Break</b>	
	13.00	A, B	Provision of education services for FKIP, Undergraduate Program In Computer Science and Technology, Undergraduate Program In Building Engineering Education, Undergraduate Program In Mechanical Engineering	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
	15.00	B	UNS Medical Center	5.4, 6.3, 6.4, 7.1, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5
3rd days	18.00	All	End of 2nd day audit	
	07.30	All	Arrival at Campus	
	08.00	A	Provision of education services for FKIP P MIPA (majoring in mathematics, physics, biology and chemistry)	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	General and Finance Administration Bureau	5.4, 6.3, 6.4, 7.1, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5

10.00	A	Graduate Program	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
10.00	B	Academic Administration	5.4, 6.3, 6.4, 7.1, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5
<b>12.00</b>	<b>All</b>	<b>Break</b>	
13.00	A	Planning Information Administration Bureau	5.4, 6.3, 6.4, 7.1, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5
13.00	All	Student Administration Bureau	5.4, 6.3, 6.4, 7.1, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5
16.00	All	Report preparation	
17.00	All	Closing meeting	
18.00	All	End of 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)