

AUDIT PLAN



File No. : 20190602821,20190100614
Date : 15-Oct-2022
Client Name & Address : UNIVERSITI PUTRA MALAYSIA
-
43400 SERDANG
SELANGOR DARUL EHSAN MALAYSIA
Attention : PUAN ZENAIDA MD ZENON
Telephone No. : 013-380 8037
Fax No. : 03-89472037

Dear Sir/Madam,

SURVEILLANCE 1 AUDIT PLAN ISO/IEC 27001 : 2013, ISO 9001 : 2015

Please be informed that the audit of your organization's management system has been scheduled from 17-Oct-2022 to 21-Oct-2022.

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

Thank you.

Maznah bt Mat Isa
Services
Management System Certification Department
SIRIM QAS International Sdn Bhd,
H/P No :012-5544955
Fax. No :
E-Mail :maznah_aa5023@sirim.my

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SURVEILLANCE 1 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

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43400 SERDANG
SELANGOR DARUL EHSAN 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 |
|-----------------------|--------------------------|----------------|-----------------------|
| MAZNAH BT MAT ISA | AUDIT TEAM LEADER (OATL) | 3 | 19 OCT 22 - 21 OCT 22 |
| MANI MAARAN KRISHNAN | AUDITOR | 3 | 17 OCT 22 - 19 OCT 22 |
| DR. ROSLINA BT SAILAN | AUDITOR | 5 | 17 OCT 22 - 21 OCT 22 |

SURVEILLANCE 1 AUDIT PLAN

5. Audit Team & Role

| | | | |
|--|---------|---|-----------------------|
| PARIMALA DEVI GANESAN | AUDITOR | 4 | 17 OCT 22 - 20 OCT 22 |
| NURAADHIAH BINTI YUSOFF THANI AMRULAH | AUDITOR | 5 | 17 OCT 22 - 21 OCT 22 |
| WAN KHAIRUL ANUAR BIN WAN ALI | AUDITOR | 5 | 17 OCT 22 - 21 OCT 22 |
| HAWA BT MA'AROF | AUDITOR | 2 | 20 OCT 22 - 21 OCT 22 |
| MAHMUD RIZAL BIN OTHMAN | AUDITOR | 3 | 19 OCT 22 - 21 OCT 22 |
| MOHD HISYAM BIN MAHADI | AUDITOR | 2 | 20 OCT 22 - 21 OCT 22 |
| TAN LAY HAR (GRACE) | AUDITOR | 3 | 17 OCT 22 - 19 OCT 22 |

ISO/IEC 27001 : 2013

| Name of Auditor | Role | Number of Days | Audit Date |
|-------------------|-------------------|----------------|-----------------------|
| FAZLIN BT ZAKARIA | AUDIT TEAM LEADER | 5 | 17 OCT 22 - 21 OCT 22 |
| NOR AZA BT RAMLI | AUDITOR | 1 | 19 OCT 22 |

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 |

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

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| Time | Agenda | Responsibility |
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| 0930 | <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 last audit • Briefing on audit details by SIRIM QAS International's representative for QMS and ISMS | Client's representatives and SIRIM's auditors |
| 1000 | <p>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"> • Documented information inclusive of creating and updating and control of documented information. • Context of the organization inclusive of understanding the organization and its context, understanding the needs and expectations of interested parties, determining the scope of the ISMS. • Leadership inclusive of leadership and commitment, policy and organizational roles, responsibilities and authorities (covering control A.5 and A.6). • Planning inclusive of actions to address risks and opportunities, information security risk assessment, information security risk treatment and information security objectives and planning to achieve them. • Performance evaluation inclusive of monitoring, measurement, analysis and evaluation, internal audit and management review. • Improvement inclusive of nonconformity and corrective action and continual improvement. • Support inclusive of resources, competence, awareness and communication. <p>Department involved:</p> <ul style="list-style-type: none"> • Pusat Jaminan Kualiti (CQA) • Pejabat Pendaftar | FAZLIN and client's representatives (ISMS) |
| | <p>OPERATION</p> <p>Audit process related to TEACHING & LEARNING at FAKULTI KEJURUTERAAN which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG</p> <p>Sample of Program and courses will be chosen on the audit day.</p> | MANI MARAN & Client's representative |
| | <p>OPERATION</p> <p>Audit process related to TEACHING & LEARNING at FAKULTI PENGAJIAN PENDIDIKAN which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation | DR ROSLINA & Client's representative |

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| | <p>of examination papers, marking scheme, answer scripts, grading and releasing of results</p> <ul style="list-style-type: none"> • Evaluation of Lecturers/Trainer • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) <p>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at FAKULTI PERTANIAN which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | <p>PARIMALA & Client's representative</p> |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at FAKULTI KEMANUSIAAN, PENGURUSAN DAN SAINS – KAMPUS BINTULU which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | <p>NURA & Client's representative</p> |
| | <p>SUPPORT SERVICES: Audit on all activities related to KOLEJ PENDETA ZA'BA which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | <p>WAN KHAIRUL & Client's representative</p> |
| | <p>SUPPORT SERVICES: Audit on all activities related to KOLEJ EMPAT BELAS which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | <p>GRACE & Client's representative</p> |
| 1300 | LUNCH BREAK | |
| 1430 | Continuation of Audit | SIRIM's auditors and client's representatives |
| 1630 | Review of day 1 finding | SIRIM's auditors and client's representatives |

Day 2

| Time | Agenda | Responsibility |
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| 0930 | | |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at FAKULTI KEJURUTERAAN which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | <p align="center">MANI MARAN & Client's representative</p> |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at FAKULTI PENGAJIAN PENDIDIKAN which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | <p align="center">DR ROSLINA & Client's representative</p> |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at FAKULTI PERTANIAN which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG</p> | <p align="center">PARIMALA & Client's representative</p> |

SURVEILLANCE 1 AUDIT PLAN

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| | Sample of Program and courses will be chosen on the audit day. | |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at FAKULTI KEMANUSIAAN, PENGURUSAN DAN SAINS – KAMPUS BINTULU which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | NURA & Client's representative |
| | <p>SUPPORT SERVICES: Audit on all activities related to PUSAT PERHUBUNGAN ALUMNI which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | WAN KHAIRUL & Client's representative |
| | <p>SUPPORT SERVICES: Audit on all activities related to BAHAGIAN KESELAMATAN UNIVERSITI which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | GRACE & Client's representative |
| 1300 | LUNCH BREAK | |
| 1430 | Continuation of Audit | SIRIM's auditors and client's representatives |
| 1630 | Review of day 2 finding | SIRIM's auditors and client's representatives |

Day 3

| Time | Agenda | Responsibility |
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| 0930 | <p>OPERATION 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"> • Fakulti Perubatan dan Sains Kesihatan • Kolej Tan Sri Mustaffa Babjee • Fakulti Bioteknologi dan Sains Biomolekul • Fakulti Ekologi | FAZLIN and client's representatives (ISMS) |
| | <p>OPERATION 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 Pembangunan Maklumat dan Komunikasi (IDEC) <p>Verification on the effectiveness of control as per Statement of Applicability in relation to:</p> <ul style="list-style-type: none"> • A.16 Information Security Incident Management • A.17 Information Security Aspects of Business Continuity Management | NOR AZA and client's representatives (ISMS) |

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| | <p>Review of actions taken on nonconformities identified during the previous audit (QMS)</p> <p>Review of documentation against requirements of ISO 9001: 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 of internal and external issues, interested parties, risk and opportunity register and its outcomes), quality objectives and planning of changes.</p> <p>Performance evaluation & improvement Audit on activities related to internal audit, planning including audit program, objective, scope, coverage of audit, appointment of auditors, execution of Internal Audit activities and report of findings.</p> <p>Performance evaluation & improvement Audit on activities related to management review including the interval, management review inputs, management review outputs, decision and action related and its documented information</p> | <p>MAZNAH & Client's representative</p> |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at PUSAT ASASI SAINS PERTANIAN (ASPer) which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>Foundation Studies for Agricultural Science Program Sample of courses will be chosen on the audit day.</p> | <p>MANI MARAN & Client's representative</p> |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at SEKOLAH PERNIAGAAN EKONOMI which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | <p>DR ROSLINA & Client's representative</p> |
| | <p>OPERATION Audit process related to TEACHING & LEARNING at FAKULTI REKABENTUK DAN SENIBINA which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of | <p>PARIMALA & Client's representative</p> |

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| | <p>existence course (if applicable)</p> <ul style="list-style-type: none"> • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | |
| | <p>OPERATION</p> <p>Audit process related to core activities at INSTITUT EKOSAINS BORNEO – KAMPUS BINTULU which include:</p> <ul style="list-style-type: none"> • Research Activities – post graduate studies • Publication | NURA & Client's representative |
| | <p>SUPPORT SERVICES:</p> <p>Audit on core activities related to PUSAT PERTANIAN PUTRA (PPP) which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | WAN KHAIRUL & Client's representative |
| | <p>SUPPORT SERVICES:</p> <p>Audit on all activities related to PUSAT PENERBIT which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | GRACE & Client's representative |
| | <p>SUPPORT SERVICES:</p> <p>Audit on all activities related to PEJABAT BURSAR which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | MAHMUD RIZAL & Client's representative |
| 1300 | LUNCH BREAK | |
| 1430 | Continuation of Audit | SIRIM's auditors and client's representatives |
| 1630 | Review of day 3 finding | SIRIM's auditors and client's representatives |

Day 4

| Time | Agenda | Responsibility |
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| 0930 | <p>Operation 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 Pembangunan Maklumat dan Komunikasi (IDEC) <ul style="list-style-type: none"> - Site visit to Pusat Data and Pusat Simpanan Salinan Media at Beta Data Centre. - Site visit to Pusat Pemulihan Bencana (DRC) at Epsilon Data Recovery Centre. • Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan (Pelan Kesenambungan Perkhidmatan) <p>Covering A.17 Information Security Aspects of Business Continuity Management</p> <ul style="list-style-type: none"> • Pejabat Penasihat Undang-Undang <p>Covering A.18 Compliance</p> | FAZLIN and client's representatives (ISMS) |
| | OPERATION | MAZNAH & Client's |

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| | <p>Audit on core activities related to INSTITUT PENYELIDIKAN PENUAAN MALAYSIA (MYAGEING) which is the centre for research in gerontology, geriatrics and gerontechnology. The audit will include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> <p>GRADUATE STUDIES IN RELATED FIELDS</p> <ul style="list-style-type: none"> • Master of Science • Doctor of Philosophy | <p>representative</p> |
| | <p>OPERATION</p> <p>Audit process related to SEKOLAH PERNIAGAAN EKONOMI which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | <p>DR ROSLINA & Client's representative</p> |
| | <p>OPERATION</p> <p>Audit process related to TEACHING & LEARNING at FAKULTI REKABENTUK DAN SENIBINA which include:</p> <ul style="list-style-type: none"> • Design and Development of new course and reviewing of existence course (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination • Final examination related processes including preparation of examination papers, marking scheme, 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>UG and PG Sample of Program and courses will be chosen on the audit day.</p> | <p>PARIMALA & Client's representative</p> |
| | <p>SUPPORT SERVICES - LIBRARY</p> <p>Audit on activities related to provision of library services at KAMPUS BINTULU which include:</p> <ul style="list-style-type: none"> • Requisition and acquisition process • Receiving and verification of Library Material • Cataloguing/Classification and indexing • Circulation and other related activities such as stock control, technical services, shelving, interlibrary loan, user education program and others <p>Audit shall cover planning, implementation, monitoring of risk and</p> | <p>NURA & Client's representative</p> |

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| | opportunities, measurement of processes (quality objectives/KPI) and other related activities including work environment and infrastructure (computer lab, ICT and reading hall). | |
| | SUPPORT SERVICES: Audit on all activities related to BAHAGIAN PERUMAHAN DAN PENEMPATAN UPM which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities | WAN KHAIRUL & Client's representative |
| | SUPPORT SERVICES: Audit on all activities related to PUSAT KEBUDAYAAN DAN KESENIAN SULTAN SALAHUDDIN ABDUL AZIZ SHAH which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities | MAHMUD RIZAL & Client's representative |
| | SUPPORT SERVICES: Resource management and Training at PEJABAT PENDAFTAR Human resources – including competency of staff, staff training programs, evaluation on effectiveness of training and organizational knowledge. <ul style="list-style-type: none"> • TNA • Training plan / calendar • Evaluation result • Staff training record • Reporting and analysis and any other related documents & records | HAWA & Client's representative |
| | SUPPORT SERVICES: Audit on all activities related to PUSAT ISLAM UNIVERSITI which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities | HISYAM & Client's representative |
| 1300 | LUNCH BREAK | |
| 1430 | Continuation of Audit | SIRIM's auditors and client's representatives |
| 1630 | Review of day 4 finding | SIRIM's auditors and client's representatives |

Day 5

| Time | Agenda | Responsibility |
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| 0930 | Operation 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: <ul style="list-style-type: none"> • Kolej Sultan Alaeddin Sulaiman Shah • Kolej 13 | FAZLIN and client's representatives (ISMS) |
| | Activities of audit will be carried out at PUSAT STRATEGI DAN PERHUBUNGAN KORPORAT PERFORMANCE EVALUATION Customer satisfactions and customer complaint (methods of obtaining, monitoring, action implemented & controlling) and analysis of data related and feedback. | MAZNAH & Client's representative |
| | OPERATION Audit on core activities at INSTITUT KAJIAN PERLADANGAN (IKP) which is the centre of excellence in Plantation Industry Development through the generation of knowledge, the discovery of new technologies and education of graduate students in the field of plantation research.. <ul style="list-style-type: none"> • Post Graduate studies • Research activities | DR ROSLINA & Client's representative |

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| | <ul style="list-style-type: none"> Publication | |
| | <p>SUPPORT SERVICES: Audit on all activities related to PEJABAT PEMBANGUNAN & PENGURUSAN ASET - KAMPUS BINTULU which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | NURA & Client's representative |
| | <p>SUPPORT SERVICES: Audit on all activities related to BAHAGIAN KEMASUKAN DAN BAHAGIAN URUS TADBIR AKADEMIK which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | WAN KHAIRUL & Client's representative |
| | <p>SUPPORT SERVICES: Audit on all activities related to PUSAT PENGURUSAN WAKAF, ZAKAT DAN ENDOWMEN which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | HAWA & Client's representative |
| | <p>SUPPORT SERVICES: Audit on all activities related to KOLEJ DUA BELAS which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | HISYAM & Client's representative |
| | <p>SUPPORT SERVICES: Audit on all activities related to KOLEJ CANSELOR which include the operational, planning and control on the QMS processes including actions taken to address risks and opportunities</p> | MAHMUD RIZAL & Client's representative |
| 1300 | LUNCH BREAK | |
| 1400-1500 | Continuation of audit for those areas or activities that have not been completed | and client's representatives |
| 1500-1630 | Preparation of audit report | SIRIM's auditors |
| 1630 | Closing Meeting: Presentation of Findings and Recommendation | SIRIM's auditors and client's representatives |
| NOTES | LUNCH - will follow organization's break time, | |
| | <p>ISMS</p> <ul style="list-style-type: none"> 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. At least 50% of applicable controls as per Statement of Applicability will be sampled that shall also consider the risk exposed as per Risk Assessment Report and Risk Treatment Plan. | |
| | <p>QMS Where applicable, audit shall cover ISO 9001:2015 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, and clause 10: Improvement</p> | |