

## AUDIT PLAN



**File No.** : 20190100614,20190602821  
**Date** : 02-Oct-2024  
**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,

### RECERTIFICATION AUDIT PLAN ISO 9001 : 2015, ISO/IEC 27001 : 2013

Please be informed that the audit of your organization's management system has been scheduled from 14-Oct-2024 to 23-Oct-2024.

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.

NOOR KAMAS AHLIZA BINTI MD SAHAIR @ SHAHIR  
COMMERCIAL, SERVICES & IT  
Management System Certification Department  
SIRIM QAS International Sdn Bhd,  
H/P No :012-3724406  
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## RECERTIFICATION 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.
3. SISTEM PENGURUSAN KESELAMATAN MAKLUMAT BAGI PROSES PENDAFTARAN PELAJAR BAHARU SEPENUH MASA SISWAZAH MERANGKUMI AKTIVITI PENERIMAAN TAWARAN SEHINGGA PENGESAHAN PENDAFTARAN.  
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 9001 : 2015, ISO/IEC 27001 : 2013
- 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
NUR HANA ROSHIDA BINTI HAIRUDIN	AUDIT TEAM LEADER	6	14 OCT 24 - 18 OCT 24,23 OCT 24
NURSHEIRIE SHEIRIENA BINTI MOHAMMAD ZA'IM	AUDITOR	2	16 OCT 24,23 OCT 24
HADIE AIZZAT ASLI	AUDITOR	6	16 OCT 24 - 18 OCT 24,21 OCT 24 - 23 OCT 24

## RECERTIFICATION AUDIT PLAN

### 5. Audit Team & Role

MUHAMMAD NAZMIE BIN MAT NASIR	AUDITOR	5	16 OCT 24 - 18 OCT 24, 21 OCT 24 - 22 OCT 24
PARIMALA DEVI GANESAN	AUDITOR	3	21 OCT 24 - 23 OCT 24
NUR FATIN E'ZZATI BINTI MASRUHAIZAN	AUDITOR	3	16 OCT 24 - 18 OCT 24
MARIAM BT MOHAMED ZIN	AUDITOR	5	14 OCT 24 - 18 OCT 24
MOHD KHAIRULNIZAM BIN AHMAD WAMI	AUDITOR	3	14 OCT 24 - 16 OCT 24
MD SHAH BIN MD SAID	AUDITOR	3	21 OCT 24 - 23 OCT 24
JAMILAH BT HUSAIN	AUDITOR	3	21 OCT 24 - 23 OCT 24
SARASVATHY SUNDARA PATHAR	AUDITOR	3	21 OCT 24 - 23 OCT 24

### ISO/IEC 27001 : 2013

Name of Auditor	Role	Number of Days	Audit Date
NOOR KAMAS AHLIZA BINTI MD SAHAIR @ SHAHIR	AUDIT TEAM LEADER (OATL)	4	14 OCT 24, 16 OCT 24, 22 OCT 24 - 23 OCT 24
FAZLIN BT ZAKARIA	AUDITOR	3	16 OCT 24 - 18 OCT 24

### 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, Bahasa Melayu

### 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

## RECERTIFICATION AUDIT PLAN

### Day 1

Time	Agenda	Responsibility
0930-1000	<p>OPENING MEETING</p> <ul style="list-style-type: none"> <li>• Briefing by client's representative on organization activities, system and any changes to the system since the last audit.</li> <li>• Briefing on audit details by SIRIM QAS International's representative for QMS and ISMS</li> </ul>	SIRIM's auditors and client's representatives
1000-1630	<p>Review of actions taken on nonconformities identified during the previous audit</p> <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"> <li>• Documented information inclusive of creating and updating and control of documented information.</li> <li>• 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.</li> </ul> <p>Note: Covering relevant issue and interested parties requirements related to climate change.</p> <ul style="list-style-type: none"> <li>• Planning inclusive of actions to address risks and opportunities, information security risk assessment, information security risk treatment and information security objectives and plans to achieve them.</li> <li>• Performance evaluation inclusive of monitoring, measurement, analysis and evaluation, internal audit and management review.</li> <li>• Improvement inclusive of nonconformity and corrective action and continual improvement.</li> <li>• Leadership inclusive of leadership and commitment, policy and organizational roles, responsibilities and authorities (covering control A.5 and A.6).</li> </ul> <p>Interview with Top Management</p> <ul style="list-style-type: none"> <li>• PEJABAT PENASIHAT UNDANG-UNDANG: Covering (A.18) : Compliance</li> </ul>	KAMA and client's representatives (ISMS)
1000-1630	<p>Audit at Pusat Jaminan Kualiti</p> <p>Review of actions taken on nonconformities and overall findings identified during the previous audit.</p> <p>Audit on documented Information including control &amp; updating.</p> <p>Audit on Context of the organization – identification of external and internal issues, needs and expectation of interested parties.</p> <p>Interview with Top Management</p>	HANA and client's representatives
1000-1630	<p>Audit proses related to teaching and learning at : Hospital Sultan Abdul Aziz Shah UPM</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	NIZAM and client's representatives
1000-1630	<p>Audit process related to : Pusat Pembangunan dan Kecemerlangan Kepemimpinan Akademik</p>	MARIAM and client's representatives

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	(CADe-Lead)  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	
1630	Review of day 1 findings	SIRIM's auditors and client's representatives
	*Lunch break follows organization time	

### Day 2

Time	Agenda	Responsibility
0930-1600	Audit processes related to management of risk and opportunities at: Pusat Jaminan Kualiti  Audit shall be covering planning, implementation, monitoring and other related activities including maintenance of related documentations and records	HANA and client's representatives
0930-1600	Audit process related to: Pusat Pertanian Putra (TPU)  Audit shall be covering planning, implementation, monitoring and other related activities including maintenance of related documentations and records	MARIAM and client's representatives
0930-1600	Audit process related to TEACHING & LEARNING at: Fakulti Bioteknologi dan Sains Biomolekul (FBSB) which include:  <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> Sample of Program and courses will be chosen on the audit day.	NIZAM and client's representatives
1600	Review of day 2 findings	SIRIM's auditors and client's representatives
	*Lunch break follows organization time	

### Day 3

Time	Agenda	Responsibility
0930-1600	Audit on the activities related to following requirements:  * 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 Pendaftaran Pelajar Baharu Prasiswazah at: <ul style="list-style-type: none"> <li>• Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik</li> <li>• Bahagian Perumahan dan Penempatan</li> <li>• Kolej Pendeta Za'ba (KPZ)</li> <li>• Kolej Canselor (KC)</li> </ul>	KAMA and client's representatives (ISMS)
0930-1600	Audit on the activities related to following requirements:	FAZLIN and client's

## RECERTIFICATION AUDIT PLAN

	<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 PUSAT PEMBANGUNAN MAKLUMAT DAN KOMUNIKASI (IDEC) for any controls related. i.e.:</p> <ul style="list-style-type: none"> <li>• A.8 Asset Management.</li> <li>• A.9 Access Control</li> <li>• A.10 Cryptography</li> <li>• A.11 Physical and Environmental Security</li> <li>• A.12 Operations Security</li> <li>• A.13 Communications Security</li> <li>• A.14 System Acquisition, Development and Maintenance</li> <li>• A.15 Supplier Relationships</li> </ul> <p>Verification on the effectiveness of control as per Statement of Applicability in relation to :</p> <ul style="list-style-type: none"> <li>• Information security incident management (A.16)</li> <li>• Information Security Aspects of Business Continuity Management (A.17)</li> </ul>	representatives (ISMS)
0930-1600	<p>Audit on process related to performance evaluation at Pusat Jaminan Kualiti – Conduct of Management Review Meeting</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including data analysis</p>	HANA and client's representatives
0930-1600	<p>Audit processes related to research management at Research Management Centre</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including data analysis</p>	MARIAM and client's representatives
0930-1600	<p>Audit process related to TEACHING &amp; LEARNING at Fakulti Bioteknologi dan Sains Biomolekul (FBSB) which include:</p> <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	NIZAM and client's representatives
0930-1600	<p>Audit process related to TEACHING &amp; LEARNING at Fakulti Perhutanan dan Alam Sekitar which includes:</p> <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul>	HADIE and client's representatives

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	Sample of Program and courses will be chosen on the audit day.	
0930-1600	<p>Audit process related to TEACHING &amp; LEARNING at Fakulti Kemanusiaan, Pengurusan dan Sains which includes:</p> <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	FATIN and client's representatives (BINTULU)
0930-1600	<p>Audit process related to TEACHING &amp; LEARNING at Fakulti Pertanian which include:</p> <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	NAZMIE and client's representatives
0930-1600	<p>Audit processes related to postgraduate research prog/activities at Institute For Social Science Studies which includes:</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including data analysis and infrastructure/work environment.</p>	SHEIRIE and client's representatives
1600	Review of day 3 findings	SIRIM's auditors and client's representatives
	*Lunch break follows organization time	

### Day 4

Time	Agenda	Responsibility
0930-1600	<p>Audit on the activities related to following requirements:</p> <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 Penilaian Pengajaran Prasiswazah at:</p> <ul style="list-style-type: none"> <li>• Pusat Pembangunan dan Kecemerlangan Kepemimpinan Akademik (CADe-Lead)</li> <li>• Fakulti Pengajian Pendidikan (FPP)</li> <li>• Fakulti Perubatan Veterinar (FPV)</li> <li>• Fakulti Rekabentuk dan Senibina (FRSB)</li> </ul>	FAZLIN and client's representatives (ISMS)
0930-1600	Audit processes related to performance evaluation at Bahagian Audit Dalam – Conduct of internal audit	HANA and client's representatives

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	Audit shall be covering planning, implementation, monitoring and other related activities including data analysis	
0930-1600	Audit processes related Halal Products Research Institute  Audit shall be covering planning, implementation, monitoring and other related activities including data analysis	MARIAM and client's representatives
0930-1600	Audit process related to TEACHING & LEARNING at Fakulti Perhutanan dan Alam Sekitar which includes:  <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	HADIE and client's representatives
0930-1600	Audit process related to TEACHING & LEARNING at Fakulti Kemanusiaan, Pengurusan dan Sains includes:  <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	FATIN and client's representatives (BINTULU)
0930-1600	Audit process related to TEACHING & LEARNING at Fakulti Pertanian which include:  <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	NAZMIE and client's representatives
1600	Review of day 4 findings	SIRIM's auditors and client's representatives
	*Lunch break follows organization time	



## RECERTIFICATION AUDIT PLAN

Time	Agenda	Responsibility
0930-1600	<p>Audit on the activities related to following requirements:</p> <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> <p>1) Pendaftaran Pelajar Baharu Prasiswazah                      2) Penilaian Pengajaran                      3) Pendaftaran Pelajar Baharu Siswazah</p> <ul style="list-style-type: none"> <li>• Fakulti Sains Pertanian dan Perhutanan, UPM Kampus Bintulu</li> <li>• Kolej Sri Rajang, UPM Kampus Bintulu</li> </ul>	FAZLIN and client's representatives (ISMS) - Bintulu
0930-1600	<p>Audit processes related to Pusat Hubungan dan Jaringan Industri</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including data analysis</p>	HADIE and client's representatives
0930-1600	<p>Audit processes related to performance evaluation - Handling of customer feedback (including complaint if any) and satisfaction survey at Pusat Strategi dan Perhubungan Korporat</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including data analysis</p>	HANA and client's representatives
0930-1600	<p>Audit processes related to Akademi Sukan</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	NAZMIE and client's representatives
0930-1600	<p>Audit activities related to library services covering acquisition, cataloging, circulation, collection and inventory monitoring at Perpustakaan Sultan Abdul Samad</p> <p>Audits shall cover planning, implementation, monitoring and other related activities including review of the risk and opportunities identified.</p>	MARIAM and client's representatives
0930-1600	<p>Audit processes related to Institut Ekosains Borneo (IEB)</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including data analysis</p>	FATIN and client's representatives (BINTULU)
1600	Review of day 5 findings	SIRIM's auditors and client's representatives
	*Lunch break follows organization time	

### Day 6

Time	Agenda	Responsibility
0930-1600	<p>Audit of student residential management and services at KOLEJ TAN SRI MUSTAFFA BABJEE</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	HADIE and client's representatives
0930-1600	<p>Audit of student residential management and services at KOLEJ TUN DR. ISMAIL</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	NAMZIE and client's representatives

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0930-1600	<p>Audit of student residential management and services at KOLEJ SULTAN ALAEDDIN SULEIMAN SHAH</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	MD SHAH and client's representatives
0930-1600	<p>Audit process related to TEACHING &amp; LEARNING at Fakulti Sains dan Teknologi Makanan which includes:</p> <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	PARIMALA and client's representatives
0930-1600	<p>Audit processes related to Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	JAMILAH and client's representatives
0930-1600	<p>Audit process related to Pejabat Bursar</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	SARAS and client's representatives
1600	Review of day 6 findings	SIRIM's auditors and client's representatives
	*Lunch break follows organization time	

### Day 7

Time	Agenda	Responsibility
0930-1600	<p>Audit on the activities related to following requirements:</p> <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 Pendaftaran Pelajar Baharu Siswazah:</p> <ul style="list-style-type: none"> <li>• Sekolah Pengajian Siswazah</li> <li>• Pejabat Bursar</li> </ul> <p>Support inclusive of resources, competence, awareness and communication (covering control A.7 Human Resource Security) @ PEJABAT PENDAFTAR</p>	KAMA and client's representatives
0930-1600	<p>Audit processes related to Pusat Kokurikulum dan Pembangunan Pelajar (PKPP)</p> <p>Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.</p>	NAZMIE and client's representatives

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0930-1600	Audit processes related to Putra Science Park  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	HADIE and client's representatives
0930-1600	Audit processes related to Pejabat Pembangunan dan Pengurusan Aset  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	MD SHAH and client's representatives
0930-1600	Audit process related to TEACHING & LEARNING at Fakulti Sains dan Teknologi Makanan which includes:  <ul style="list-style-type: none"> <li>• Design and Development of new course and reviewing of existence course (if applicable)</li> <li>• Preparation of teaching plan &amp; scheduling</li> <li>• Execution of teaching plan</li> <li>• Continuous assessment, examination</li> <li>• Final examination related processes including preparation of examination papers, marking scheme, answer scripts, grading and releasing of results</li> <li>• Evaluation of Lecturers/Trainer</li> <li>• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms)</li> </ul> <p>Sample of Program and courses will be chosen on the audit day.</p>	PARIMALA and client's representatives
0930-1600	Audit process related to Pusat Perhubungan dan Alumni  Audit shall be covering planning, implementation, monitoring and other related activities including maintenance of related documentations and records	SARAS and client's representatives
0930-1600	Audit processes related to Pejabat Naib Canselor  Audit shall be covering planning, implementation, monitoring and other related activities including data analysis	JAMILAH and client's representatives
1600	Review of day 7 findings	SIRIM's auditors and client's representatives
	*Lunch break follows organization time	

### Day 8

Time	Agenda	Responsibility
0930-1500	Audit on the activities related to following requirements:  * 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 at:  <ul style="list-style-type: none"> <li>• PUSAT PEMBANGUNAN MAKLUMAT DAN KOMUNIKASI (IDEC): Site visit to Pusat Data (DC) di Beta Data Centre dan Pusat pemulihan Bencana (DRC) di Epsilon Data Recovery Centre</li> <li>• PEJABAT PENGURUSAN KESELAMATAN DAN KESIHATAN PEKERJAAN: (Pelan Kesyinambungan Perkhidmatan)</li> </ul> Covering (A.17): Information Security Aspects of Business Continuity	KAMA and client's representatives

## RECERTIFICATION AUDIT PLAN

	Management	
0930-1500	Audit processes related to Sekolah Pengajian Siswazah  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	PARIMALA and client's representatives
0930-1500	Audit processes related to Institute of Tropical Agriculture and Food Security (ITAFOS)  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	HANA and client's representatives
0930-1500	Audit processes related to Bahagian Hal Ehwal Pelajar  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	SHEIRIE and client's representatives
0930-1500	Audit processes related to Pusat Pengimejan Diagnostik Nuklear (PPDN)  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	MD SHAH and client's representatives
0930-1500	Audit processes related to Institut Biosains  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	JAMILAH and client's representatives
0930-1500	Audit processes related to Pejabat Pendaftar  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	HADIE and client's representatives
0930-1500	Audit processes related to Bahagian Perumahan dan Penempatan UPM  Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	SARAS and client's representatives
1500-1600	Preparation of audit report	All auditors
1600	Closing Meeting: Presentation of Findings and Recommendation	SIRIM's auditors and client's representatives
	-	
Notes:	<p>LUNCH BREAK - will follow organization's break time</p> <p>ISMS</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> </ul> <p>QMS</p> <p>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:</p>	

## RECERTIFICATION AUDIT PLAN

	Improvement	
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