

AUDIT PLAN



File No. : 20190100614, 20190602821
Date : 21/09/2025
Client Name : UNIVERSITI PUTRA MALAYSIA
Address :
43400 SERDANG
SELANGOR DARUL EHSAN
MALAYSIA
Attention : PUAN ZENAIDA MD ZENON
Telephone No. : 013-380 8037
Fax No. : -

Dear Sir/ Madam,

SURVEILLANCE AUDIT 1 PLAN: ISO 9001:2015, ISO/IEC 27001:2022

Please be informed that the audit of your organization's management system has been scheduled on 22/09/2025 - 26/09/2025.

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.
Yours sincerely,

SITI RAHMAH BT AHMAD
COMMERCIAL, SERVICES & IT SECTION
Management System Certification Department
SIRIM QAS International Sdn. Bhd.
H/P No. : 012-3903833
E-Mail : rahmah_aa5001@sirim.my

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SURVEILLANCE AUDIT 1 PLAN

1. Audit Objectives

1. Compliance to the requirements of the standard, applicable statutory, regulatory and contractual requirements
2. Performance monitoring, measuring, reporting and reviewing against key performance objectives and targets.
3. Operational control of the organization's processes, internal auditing and management review, management responsibility for the organization's policies.

2. Date of Audit

22/09/2025 - 26/09/2025

3. Site of Audit

UNIVERSITI PUTRA MALAYSIA

43400 SERDANG
SELANGOR DARUL EHSAN MALAYSIA

UNIVERSITI PUTRA MALAYSIA
KAMPUS BINTULU
JALAN NYABAU
97008 BINTULU
SARAWAK MALAYSIA

UNIVERSITI PUTRA MALAYSIA
HOSPITAL SULTAN ABDUL AZIZ SHAH (HSAAS)
UNIVERSITI PUTRA MALAYSIA
43400 SERDANG
SELANGOR DARUL EHSAN MALAYSIA

4. Scope of Certification

QMS (ISO 9001:2015)

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.

ISMS (ISO/IEC 27001:2022)

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.

5. Audit Criteria

1. ISO 9001:2015
2. Client's management system documentation
3. Applicable statutory and regulatory requirements

6. Audit Team & Role

QMS (ISO 9001:2015)

Name of Auditor	Role	No. of Audit Days	Audit Date
SITI RAHMAH BT AHMAD	AUDIT TEAM LEADER	5.0	22/09/2025 - 26/09/2025
DR MONTAJ MUSTAKIM	AUDITOR	3.0	24/09/2025 - 26/09/2025
MOHAMAD ABDUL KADIR BIN JOHARI	AUDITOR	1.0	22/09/2025
MOHD NASIM BIN ZAKARIA	AUDITOR	3.0	22/09/2025 - 24/09/2025
CHUA MEA KENG	AUDITOR	3.0	24/09/2025 - 26/09/2025
MAZNAH BT MAT ISA	AUDITOR	5.0	22/09/2025 - 26/09/2025
PARIMALA DEVI A/P GANESAN	AUDITOR	5.0	22/09/2025 - 26/09/2025
SARASVATHY A/P SUNDARA PATHAR	AUDITOR	5.0	22/09/2025 - 26/09/2025
ZARINA MOHD SHARIF	AUDITOR	2.0	22/09/2025 - 23/09/2025
MUHAMMAD NAZMIE BIN MAT NASIR	AUDITOR	3.0	24/09/2025 - 26/09/2025

ISMS (ISO/IEC 27001:2022)

Name of Auditor	Role	No. of Audit Days	Audit Date
NUR FATIN E'ZZATI BINTI MASRUHAIZAN	AUDIT TEAM LEADER	5.0	22/09/2025 - 26/09/2025
SAZLIN BINTI ALIAS	AUDITOR	2.0	23/09/2025 - 24/09/2025

7. Methodology of Audit

1. Review of documentation and records
2. Observation of processes and activities
3. Interview with client's personnel responsible for the audited area

8. 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.

9. Working Language

English

10. **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

11. **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

12. Details of Audit Plan

Day 1		
Time	Agenda	Responsibility
09:00 - 09:30	OPENINGMEETING - Briefing by client's representative on organization activities, system and any changes to the system since the last audit. - Briefing on audit details by SIRIM QAS International's representative for QMS and ISMS	Client's representatives and SIRIM's auditors
09:30 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include: - Design and Development of new programmes/courses and reviewing of existing courses (if applicable) - Programme scheduling and delivery - Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Evaluation of Lecturers - Other related activities including work environment and infrastructure (Lab /computer lab/ICT/simulator, training rooms) SEKOLAH PERNIAGAAN DAN EKONOMI (SBE) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.	PARIMALA and Client's representative
09:30 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: - Design and Development of new programmes/courses and reviewing of existing courses (if applicable) - Programme scheduling and delivery - Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report - Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) FAKULTI PERUBATAN VETERINAR (FPV) – P/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	MAZNAH and Client's representative
09:30 - 16:30	OPERATION Audit process related to STUDENT ACCOMMODATION ON AND OFF CAMPUS which include complaints/feedbacks, maintenance, facilities, environment and food management (outsourced) if applicable. BAHAGIAN PERUMAHAN DAN PENEMPATAN UPM	SARASVATHY and Client's representative

09:30 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, 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) FAKULTI PERUBATAN VETERINAR (FPV) – U/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.	MOHD NASIM and Client's representative
09:30 - 16:30	Review of actions taken on non-conformities identified during the previous audit. Review of documentation against requirements of ISO 9001:2015, including audit on documented Information on control & updating. Context of the organization and planning QMS plan including risk and opportunities monitoring (changes to the internal and external issues, interested parties, risk and opportunity register and its outcomes), quality objectives and planning of changes. PUSAT JAMINAN KUALITI AND	SITI RAHMAH and Client's representative
09:30 - 16:30	OPERATION Audit process related to STUDENT ACCOMMODATION which include complaints/feedbacks, maintenance, facilities, infrastructure, environment and food management (outsourced) if applicable. KOLEJ PENDETA ZA'BA (KPZ)	ZARINA and Client's representative
09:30 - 16:30	OPERATION Audit process related to STUDENT ACCOMMODATION which include complaints/feedbacks, maintenance, facilities, infrastructure, environment and food management (outsourced) if applicable. KOLEJ SRI RAJANG – BINTULU	ABDUL KADIR and Client's representative
13:00 - 14:00	LUNCH BREAK	AUDITORS and Client's representative
16:30 - 17:00	End of audit and review of Day 1 findings	AUDITORS and Client's representative
21:00 - 16:30	Review of actions taken on findings identified during the previous audit (if any). Review the correct use of marks and/or other references to certification. Review of documentation against requirements of ISO/IEC 27001:2022 Audit on the activities related to following requirements: • Documented information inclusive of creating and updating and control of documented information (clause 7.5). • Context of the organization inclusive of understanding the organization and its context, understanding the needs and expectations of interested parties,	FATIN and Client's representative

	determining the scope of the ISMS. (clause 4). Note: Covering relevant issue and interested parties' requirements related to climate change. • Leadership inclusive of leadership and commitment, policy and organizational roles, responsibilities and authorities (clause 5). (covering control A.5.1 – A.5.6) • 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 (clause 6). • Performance evaluation inclusive of monitoring, measurement, analysis and evaluation and management review (clause 9). • Improvement inclusive of nonconformity and corrective action and continual improvement (clause 10). Pusat Jaminan Kualiti (CQA)	
Day 2		
Time	Agenda	Responsibility
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) INSTITUT PENYELIDIKAN PENUAAN MALAYSIA (IPPM) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	SITI RAHMAH and Client's representative
09:00 - 16:30	OPERATION Audit process related to "PENGURUSAN PERKHIDMATAN PERUBATAN" including: - patient registration - facilities (transport and equipment) - record management - maintenance - medical certificate/sijil cuti sakit - medicine management HOSPITAL SULTAN ABDUL AZIZ SHAH UPM	MAZNAH and Client's representative
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report	PARIMALA and Client's representative

	• Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) SEKOLAH PERNIAGAAN DAN EKONOMI (SBE) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	
09:00 - 16:30	OPERATION Audit process related to : - management of student activities - management of student welfares - management of student discipline - management of student sponsorship - campus bus services BAHAGIAN HAL EHWAL PELAJAR	SARASVATHY and Client's representative
09:00 - 16:30	OPERATION Audit process related to STUDENT ACCOMMODATION which include complaints/feedbacks, maintenance, facilities, infrastructure, environment and food management (outsourced) if applicable. KOLEJ DUA BELAS	ZARINA and Client's representative
09:00 - 16:30	Audit on 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: 1. Pendaftaran Pelajar Baharu Prasiswazah 2. Penilaian Pengajaran 3. Pendaftaran Pelajar Baharu Siswazah • Pusat Pembangunan Maklumat dan Komunikasi (iDEC) UPM Sarawak Verification on the effectiveness of control as per Statement of Applicability related to: • A.5 Organizational Controls • A.7 Physical Controls • A.8 Technological Controls Covering: • Information Security Incident (A.5.24 – A.5.29) • Information Security Aspects of Business Continuity Management related controls (A.5.29-A.5.30, A.8.14). • Information Security Aspects of Business Continuity Management related controls (A.5.29-A.5.30, A.8.14).	FATIN and Client's representative
09:00 - 16:30	Audit on 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: Skop Penilaian Pengajaran • Fakulti Bahasa Moden dan Komunikasi (FBMK) • Fakulti Kejuruteraan (FK) Skop Pendaftaran Pelajar Baharu Prasiswazah • Kolej Sepuluh • Kolej Empat Belas. Verification on the effectiveness of control as per Statement of Applicability related to: • A.5 Organizational Controls • A.7 Physical Controls • A.8 Technological Controls	SAZLIN and Client's representative
13:00 - 14:00	LUNCH BREAK	AUDITORS and Client's representative
16:49 - 17:00	End of audit and review of Day 2 findings	AUDITORS and Client's

		representative
21:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers • Other related activities including work environment and infrastructure (Lab /computer lab/ICT/simulator, training rooms) FAKULTI PENGAJIAN PENDIDIKAN (FPP) – U/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.	MOHD NASIM and Client's representative
Day 3		
Time	Agenda	Responsibility
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) FAKULTI PENGAJIAN PENDIDIKAN (FPP) – P/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	MOHD NASIM and Client's representative
09:00 - 16:30	OPERATION Audit process related to activities of post graduate students (Masters and PHD.) SEKOLAH PENGAJIAN SISWAZAH	SITI RAHMAH and Client's representative
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer	MAZNAH and Client's representative

	scripts, grading and releasing of results • Evaluation of Lecturers • Other related activities including work environment and infrastructure (Lab /computer lab/ICT/simulator, training rooms) FAKULTI PERUBATAN DAN SAINS KESIHATAN (FPSK) - U/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.	
09:00 - 15:30	OPERATION Audit process related to development and asset management PEJABATN PEMBANGUNAN DAN PENGURUSAN ASET (PPPA)	SARASVATHY and Client's representative
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) INSTITUT ANTARABANGSA AKUAKULTUR DAN SAINS AKUATIK (IAQUAS) i) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	DR. MONTAJ and Client's representative
09:00 - 16:30	OPERATION Audit process related to : - Management of budget, accounts, investment, payment, asset management and procurement services PEJABAT BURSAR	CHUA and Client's representative
09:00 - 16:30	OPERATION Audit process related to STUDENT ACCOMMODATION which include complaints/feedbacks, maintenance, facilities, infrastructure, environment and food management (outsourced) if applicable. KOLEJ CANSELOR (KC)	NAZMIE and Client's representative
09:00 - 16:30	Audit on 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: 1. Pendaftaran Pelajar Baharu Prasiswazah 2. Penilaian Pengajaran 3. Pendaftaran Pelajar Baharu Siswazah • Fakulti Kemanusiaan, Pengurusan dan Sains • Pejabat Pengurusan Pelajar (UPMS) • Kolej Sri Rajang, UPM Kampus Bintulu	FATIN and Client's representative

	Verification on the effectiveness of control as per Statement of Applicability related to: • A.5 Organizational Controls • A.7 Physical Controls • A.8 Technological Controls	
09:00 - 16:30	Audit on 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) . Lawatan ke Pusat Data di Beta Data Centre dan Pusat pemulihan Bencana (DRC) di Epsilon Data Recovery Centre. Verification on the effectiveness of control as per Statement of Applicability related to: • A.5 Organizational Controls • A.7 Physical Controls • A.8 Technological Controls • Management of Technical Vulnerabilities (A.8.8) • Information Security Incident (A.5.24 – A.5.29) • Information Security Aspects of Business Continuity Management related controls (A.5.29-A.5.30, A.8.14).	SAZLIN and Client's representative
13:00 - 14:00	LUNCH BREAK	AUDITORS and Client's representative
16:50 - 17:00	End of audit and review of Day 3 findings	AUDITORS and Client's representative
21:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers • Other related activities including work environment and infrastructure (Lab /computer lab/ICT/simulator, training rooms) FAKULTI REKABENTUK DAN SENIBINA (FRSB) – U/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.	PARIMALA and Client's representative
Day 4		
Time	Agenda	Responsibility
09:00 - 16:30	OPERATION Audit process related to activities of Pusat Strategi dan Perhubungan Korporat including : - management of strategy communication and UPM corporate strategy - management of customer services - management of corporate data - sustainability management PUSAT STRATEGI DAN PERHUBUNGAN KORPORAT	SITI RAHMAH and Client's representative
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include:	MAZNAH and Client's representative

	• Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) FAKULTI PERUBATAN DAN SAINS KESIHATAN (FPSK P/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) FAKULTI REKABENTUK DAN SENIBINA (FRSB) – P/G NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	PARIMALA and Client's representative
09:00 - 16:30	OPERATION Audit process related to : - management of Student and staff visa and working pas - student mobility PUSAT ANTARABANGSA (i-PUTRA)	SARASVATHY and Client's representative
09:00 - 16:30	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal	DR. MONTAJ and Client's representative

	- Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) INSTITUT PERHUTANAN TROPIKA DAN PRODUK HUTAN (INTROP) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	
09:00 - 16:30	OPERATION Audit process related to: - governance and integrity - human resource management PEJABAT PENDAFTAR	CHUA and Client's representative
09:00 - 16:30	OPERATION Audit process related to : - management undergraduate academic services BAHAGIAN KEMASUKAN DAN BAHAGIAN URUS TADBIR AKADEMIK	NAZMIE and Client's representative
09:00 - 16:30	Continued of Day 1 unfinished elements Audit on 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: Skop Pendaftaran Pelajar Baharu Siswazah • Sekolah Pengajian Siswazah • Pusat Antarabangsa Verification on the effectiveness of control as per Statement of Applicability related to: • A.5 Organizational Controls • A.7 Physical Controls • A.8 Technological Controls	FATIN and Client's representative
13:00 - 14:00	LUNCH BREAK	AUDITORS and Client's representative
16:30 - 17:00	End of audit and review of Day 4 findings	AUDITORS and Client's representative
Day 5		
Time	Agenda	Responsibility
09:00 - 13:00	Audit process related to : Performance evaluation - Customer satisfactions and customer complaint (methods of obtaining, monitoring, action implemented & controlling) and analysis of data related and feedback. - Audit on activities related to internal audit, planning including audit programme, objective, scope, coverage of audit, appointment of auditors, implement the internal audit and execute the activities. - Audit on Management review frequency, input and output towards ensuring its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the university.	SITI RAHMAH and Client's representative

	PUSAT JAMINAN KUALITI DAN PUSAT STRATEGI DAN PERHUBUNGAN KORPORAT	
09:00 - 13:00	OPERATION Audit process related to : - safety and health of staffs - management of environment PEJABAT PENGURUSAN KESELAMATAN DAN KESIHATAN PEKARJA (PPKKP)	MAZNAH and Client's representative
09:00 - 13:00	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) INSTITUT NANOSAINS DAN NANOTEKNOLOGI (ION2) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	PARIMALA and Client's representative
09:00 - 13:00	OPERATION Audit process related to : - management of student entrepreneurial activities - management of graduate marketability PUSAT PEMBANGUNAN KEUSAHAWANAN DAN KEBOLEHPASARAN GRADUAN (CEM)	SARASVATHY and Client's representative
09:00 - 13:00	OPERATION Audit process related to TEACHING & LEARNING AT GRADUATE Level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results - Appointment of supervisors/Committee - Management and implementation of research and innovation - Presentation of research proposal - Student Progress report - Viva voce and report • Other related activities including work environment and infrastructure (Lab/computer lab/ICT/simulator, training rooms) INSTITUT KAJIAN PERLADANGAN (IKP) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day – course work, mixed mode and research	DR. MONTAJand Client's representative

09:00 - 13:00	OPERATION Audit process related to: - management of student activities - co-curriculum credit courses PUSAT KOKURIKULUM DAN PEMBANGUNAN PELAJAR	CHUA and Client's representative
09:00 - 13:00	OPERATION Audit process related to TEACHING & LEARNING AT UNDERGRADUATE level which include: • Design and Development of new programmes/courses and reviewing of existing courses (if applicable) • Programme scheduling and delivery • Assessment of student learning - Continuous assessment and examination - Final examination related processes including preparation of examination papers, marking scheme, moderating, answer scripts, grading and releasing of results • Evaluation of Lecturers • Other related activities including work environment and infrastructure (Lab /computer lab/ICT/simulator, training rooms) PUSAT PEMAJUAN KOMPETENSI BAHASA (CALC) NOTE: Sample of Programme and courses will be chosen after opening meeting/on the audit day.	NAZMIE and Client's representative
09:00 - 13:00	Audit on support (Annex 6 People) 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: • Pejabat Pendaftar • Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan (Pelan Kesenambungan Perkhidmatan) Covering: • Information Security Aspects of Business Continuity Management related controls (A.5.29-A.5.30, A.8.14).	FATIN and Client's representative
13:00 - 14:00	LUNCH BREAK	AUDITORS and Client's representative
14:00 - 16:00	Continuation of audit on areas or activities that have not been completed End of audit and preparation of report	AUDITORS and Client's representative
16:00 - 17:00	Closing Meeting: Presentation of Findings and Recommendation	AUDITORS and Client's representative