PELAN AUDIT

No. Fail	:	20190100614, 20190602821
Tarikh	:	01/09/2026
Nama Pelanggan	:	UNIVERSITI PUTRA MALAYSIA
Alamat	:	- 43400 SERDANG SELANGOR DARUL EHSAN MALAYSIA
Attention	:	PUAN ZENAIDA MD ZENON
No. Telefon	:	013-380 8037
No. Faks	:	-

Tuan/Puan,

AUDIT PEMANTAUAN 2 PELAN: ISO 9001:2015, ISO/IEC 27001:2022

Sukacita dimaklumkan AUDIT PEMANTAUAN 2 bagi organisasi Tuan / Puan telah dijadualkan pada: 07/09/2026 - 11/09/2026.

Sehubungan dengan itu, kami dengan ini mengemukakan pelan perancangan audit untuk rujukan pihak jabatan. Harap maklum, pelan perancangan audit ini hanya sebagai panduan sahaja dan kemungkinan akan berlaku perubahan semasa perlaksanaan audit.

Sekiranya terdapat sebarang pertanyaan atau kemusykilan berkaitan perancangan audit ini, sila hubungi pihak kami di talian atau alamat emel seperti tertera di bawah

Sekian, terima kasih.
Yang benar,

NOOR KAMASAHLIZA BINTI MD SAHAIR @ SHAHIR
COMMERCIAL, SERVICES & IT SECTION
Management System Certification Department
SIRIM QAS INTERNATIONAL SDN. BHD.
H/P No. : 012-3724406
E-Mail : sahliza@sirim.my

AUDIT PEMANTAUAN 2 PLAN

1. **Audit Objektif**

   a) Menilai pematuhan berterusan sistem pengurusan terhadap keperluan standard;
   b) Menilai keupayaan berterusan sistem pengurusan dalam memastikan organisasi memenuhi keperluan statutori, peraturan dan kontrak yang terpakai;
   c) Menilai sama ada operasi sistem pengurusan menyumbang kepada pencapaian objektif organisasi;
   d) Mengenal pasti ruang penambahbaikan sistem pengurusan;
   e) Menilai perubahan yang telah dibuat terhadap sistem pengurusan;
   f) Mengesahkan keberkesanan pelaksanaan tindakan pembetulan hasil daripada penemuan audit terdahulu (jika berkaitan).

2. **Tarikh Audit**

   07/09/2026 - 11/09/2026

3. **Lokasi Audit**

   QMS (ISO 9001:2015) - (Audit Pemantauan 2)

Bil.	Nama Lokasi	Alamat Lokasi
1	UNIVERSITI PUTRA MALAYSIA	, 43400 SERDANG, SELANGOR DARUL EHSAN, MALAYSIA
1	UNIVERSITI PUTRA MALAYSIA	KAMPUS BINTULU, JALAN NYABAU, 97008 BINTULU, SARAWAK, MALAYSIA
1	UNIVERSITI PUTRA MALAYSIA	HOSPITAL SULTAN ABDUL AZIZ SHAH (HSAAS), UNIVERSITI PUTRA MALAYSIA, 43400 SERDANG, SELANGOR DARUL EHSAN, MALAYSIA

   ISMS (ISO/IEC 27001:2022) - (Audit Pemantauan 2)

Bil.	Nama Lokasi	Alamat Lokasi
1	UNIVERSITI PUTRA MALAYSIA	-, 43400 SERDANG, SELANGOR DARUL EHSAN, MALAYSIA
1	UNIVERSITI PUTRA MALAYSIA	UNIVERSITI PUTRA MALAYSIA, KAMPUS BINTULU SARAWAK, JALAN NYABAU, 97008 BINTULU, SARAWAK, MALAYSIA

4. **Skop Pensijilan**

QMS (ISO 9001:2015) - (Audit Pemantauan 2)
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) - (Audit Pemantauan 2)
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. INI ADALAH MENEPATI PENYATAAN PEMAKAIAN: TARIKH KEMASKINI 22/09/2025

5. **Audit Kriteria**

a) QMS (ISO 9001:2015), ISMS (ISO/IEC 27001:2022)
b) Dokumentasi sistem ISMS pelanggan
c) Keperluan statutori dan peraturan yang berkaitan

6. **Pasukan Audit & Peranan**

QMS (ISO 9001:2015) - (Audit Pemantauan 2)

Nama Juruaudit	Peranan	Bil. Hari Audit	Tarikh Audit
NUR HANA ROSHIDA BINTI HAIRUDIN	KETUA JURUAUDIT	5.0	07/09/2026 - 11/09/2026
DR MONTAJ MUSTAKIM	JURUAUDIT	5.0	07/09/2026 - 11/09/2026
RAJALEKSHMI A/P RAMA CHANDRAM	JURUAUDIT	2.0	10/09/2026 - 11/09/2026
MAZNAH BT MAT ISA	JURUAUDIT	5.0	07/09/2026 - 11/09/2026
PARIMALA DEVI A/P GANESAN	JURUAUDIT	2.0	07/09/2026 - 08/09/2026
HAWA BT MAAROF	JURUAUDIT	5.0	07/09/2026 - 11/09/2026
MD SHAH BIN MD SAID	JURUAUDIT	1.0	07/09/2026
LIEW YUEN CHUN (EVELYN)	JURUAUDIT	5.0	07/09/2026 - 11/09/2026
JAMILAH BT HUSAIN	JURUAUDIT	5.0	07/09/2026 - 11/09/2026

ISMS (ISO/IEC 27001:2022) - (Audit Pemantauan 2)

Nama Juruaudit	Peranan	Bil. Hari Audit	Tarikh Audit
NOOR KAMASAHLIZA BINTI MD SAHAIR @ SHAHIR	KETUA JURUAUDIT	2.0	10/09/2026 - 11/09/2026
SAZLIN BINTI ALIAS	JURUAUDIT	2.0	10/09/2026 - 11/09/2026
AZRAN BIN MOHAMMAD RIDZUAN	JURUAUDIT	1.0	09/09/2026
MOHD HAFIZUDDIN BIN ZAIHAN	JURUAUDIT	2.0	08/09/2026 - 09/09/2026

7. **Kaedah audit**

a) Semakan dokumentasi dan rekod
b) Pemerhatian terhadap proses dan aktiviti
c) Temubual dengan kakitangan yang bertanggungjawab terhadap bahagian diaudit

8. Keperluan Kerahsiaan

Ahli pasukan audit daripada SIRIM QAS International Sdn. Bhd. berjanji untuk tidak mendedahkan sebarang maklumat sulit yang diperoleh semasa audit termasuk maklumat dalam laporan akhir kepada mana-mana pihak ketiga tanpa kebenaran jelas daripada pelanggan kecuali jika dikehendaki oleh undang-undang.

9. Bahasa Pengantaraan

i) English
ii) Bahasa Melayu

10. Laporan

i) Bahasa: Bahasa Melayu
ii) Format: Lisan dan bertulis
iii) Tarikh jangkaan pengeluaran: Selepas mesyuarat penutupan
iv) Senarai edaran: Salinan asal diberikan kepada pelanggan dan satu salinan disimpan dalam fail pelanggan

11. Kemudahan dan Bantuan Diperlukan

i) Bilik mesyuarat
ii) Kemudahan fotostat
iii) Peralatan perlindungan diri (jika perlu)
iv) Seorang pengiring (yang juga boleh menjadi auditee) untuk membantu pasukan audit

12. **Perincian audit**

Day 1		
Time	**Agenda**	**Responsibility**
09:30 - 10:00	OPENING MEETING • 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	SIRIM's auditors and client's representatives
10:00 - 13:00	Audit at Pusat Jaminan Kualiti Review of actions taken on nonconformities and overall findings identified during the previous audit. Audit on documented Information including control & updating. Audit on Context of the organization • Identification of external and internal issues, needs and expectation of interested parties.(Including those related to climate change issues) Audit overall processes related to management of risk and opportunities.	Hana and client's representatives (QMS)
10:00 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Sains which include: •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 implementation •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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Parimala and client's representatives (QMS)
10:00 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Kejuruteraan which include: •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 implementation •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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Dr. Montaj and client's representatives (QMS)

10:00 - 13:00	Audit process related to healthcare services at: Hospital Pengajar Universiti Putra Malaysia which include: Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records	Maznah and client's representatives (QMS)
10:00 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Sains Komputer dan Teknologi Maklumat which include: •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 implementation •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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Jamilah and client's representatives (QMS)
10:00 - 13:00	Audit processes related to research management at Pusat Pengurusan Penyelidikan Audit shall be covering planning, implementation, monitoring and other related activities including data analysis and infrastructure/workenvironment.	Evelyn and client's representatives (QMS)
10:00 - 13:00	Audit processes related to postgraduate research prog/activities at Institut Pengajian Sains Sosial. Audit shall be covering planning, implementation, monitoring and other related activities including data analysis and infrastructure/workenvironment.	Hawa and client's representatives (QMS)
10:00 - 13:00	UPM Sarawak Audit processes related to Institut Ekosains Borneo (IEB) Audit shall be covering planning, implementation, monitoring and other related activities including data analysis and infrastructure/work environment.	Md Shah and client's representatives (QMS) - UPM Sarawak
13:00 - 14:00	Lunch break	All
14:00 - 17:00	Continuation of audit for unfinished areas	Auditors and client's representatives
17:00 - 17:00	Review of day 1 audit finding if any	Auditors and client's representatives
Day 2		
Time	**Agenda**	**Responsibility**

09:00 - 13:00	UPM Sarawak 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 Sains Pertanian dan Perhutanan • Bahagian Hal Ehwal Pelajar • Kolej Sri Rajang 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	Hafiz and client's representatives (ISMS) - UPM Sarawak
09:30 - 13:00	Pusat Jaminan Kualiti Audit on process related to performance evaluation at Pusat Jaminan Kualiti. Audit covering: •Conduct of Internal audit - issuance of audit plan, competency of Internal auditors, implementation and reporting. •Conduct of Management Review Meeting - planning, implementation (input and output), reporting and minutes of meeting. •Handing of customers feedback including complaint if any Audit shall be covering planning, implementation, monitoring and other related activities including data analysis, documented information control & updating.	Hana and client's representatives (QMS)
09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Sains which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Parimala and client's representatives (QMS)

09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Kejuruteraan which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Dr. Montaj and client's representatives (QMS)
09:30 - 13:00	Audit process related to healthcare services at: Hospital Pengajar Universiti Putra Malaysia which include: Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records	Maznah and client's representatives (QMS)
09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Sains Komputer dan Teknologi Maklumat which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Jamilah and client's representatives (QMS)
09:30 - 13:00	Audit of student residential management and services at Kolej Tan Sri Aisyah Ghani Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	Evelyn and client's representatives (QMS)
09:30 - 13:00	Audit of student residential management and services at K14 Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure	Hawa and client's representatives (QMS)
13:00 - 14:00	Lunch break	All
14:00 - 17:00	Continuation of audit for unfinished areas	Auditors and client's representatives

17:00 - 17:00	Review of day 2 audit finding if any	Auditors and client's representatives
Day 3		
Time	**Agenda**	**Responsibility**
09:30 - 13:00	Audit activities related to library services covering acquisition, cataloging, circulation, collection and inventory monitoring at Perpustakaan Sultan Abdul Samad Audits shall cover planning, implementation, monitoring and other related activities including review of the risk and opportunities identified.	Hana and client's representatives (QMS)
09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Ekologi which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Dr. Montaj and client's representatives (QMS)
09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Bahasa Moden dan Komunikasi which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Maznah and client's representatives (QMS)
09:30 - 13:00	Audit processes related to Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik 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 (QMS)
09:30 - 13:00	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	Evelyn and client's representatives (QMS)

09:30 - 13:00	Audit processes related to human resources management at Pejabat Pendaftar Audit shall be covering planning, implementation, monitoring and otherrelated activities including data analysis and infrastructure/workenvironment.	Hawa and client's representatives (QMS)
09:30 - 13:00	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 PRASISWAZAH • BAHAGIAN KEMASUKAN DAN BAHAGIAN URUS TADBIR AKADEMIK • BAHAGIAN PERUMAHAN DAN PENEMPATAN UPM • KOLEJ SULTAN ALAEDDIN SULAIMAN SHAH • KOLEJ TAN SRI MUSTAFFA BABJEE 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	Azran and client's representatives (ISMS)
09:30 - 13:00	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 SKOP PENILAIAN PENGAJARAN • FAKULTI SAINS DAN TEKNOLOGI MAKANAN (FSTM) • SEKOLAH PERNIAGAAN DAN EKONOMI 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	Hafiz and client's representatives (ISMS)
13:00 - 14:00	Lunch break	All
14:00 - 17:00	Continuation of audit for unfinished areas	Auditors and client's representatives
17:00 - 17:00	Review of day 3 audit finding if any	Auditors and client's representatives
	Day 4	
Time	**Agenda**	**Responsibility**

09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Pusat Asasi Sains which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Hana and client's representatives (QMS)
09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Ekologi which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Dr. Montaj and client's representatives (QMS)
09:30 - 13:00	Audit process related to TEACHING & LEARNING at: Fakulti Bahasa Moden dan Komunikasi which include: • Design and Development of new course and reviewing of existencecourse (if applicable) • Preparation of teaching plan & scheduling • Execution of teaching plan • Continuous assessment, examination implementation • 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) Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Maznah and client's representatives (QMS)
09:30 - 13:00	Audit processes related to Bahagian Perumahan dan Penempatan 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.	Jamilah and client's representatives (QMS)

09:30 - 13:00	Audit processes related Pusat Penerbit 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.	Evelyn and client's representatives (QMS)
09:30 - 13:00	Audit processes related to postgraduate research prog/activities at Institut Pengajian Produk Halal. Audit shall be covering planning, implementation, monitoring and other related activities including data analysis and infrastructure/work environment.	Hawa and client's representatives (QMS)
09:30 - 13:00	Audit processes related to Pejabat Undang-Undang Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	Rajae and client's representatives (QMS)
09:30 - 13:00	Pusat Jaminan Kualiti 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, 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). • 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).	Kama and client's representatives (ISMS)
09:30 - 13:00	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 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: - 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 representatives (ISMS)
13:00 - 14:00	Lunch break	All
14:00 - 17:00	Continuation of audit for unfinished areas	Auditors and client's representatives

17:00 - 17:00	Review of day 4 audit finding if any	Auditors and client's representatives
Day 5		
Time	**Agenda**	**Responsibility**
09:30 - 12:30	Audit processes related to performance evaluation - Handling of customer feedback (including complaint if any) and satisfaction survey at Pusat Strategi dan Perhubungan Korporat Audit shall be covering planning, implementation, monitoring and other related activities including data analysis	Hana and client's representatives (QMS)
09:30 - 12:30	Audit process related to Sekolah Pengajian Siswazah which include: Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records Sample of Program and courses will be chosen on the audit day.	Dr. Montaj and client's representatives (QMS)
09:30 - 12:30	Audit process related to healthcare services at: Pusat Kesihatan which include: Audit shall be covering planning, implementation, control, monitoring, analysis and evaluation of results, and other related activities including maintenance of related documentations and records	Maznah and client's representatives (QMS)
09:30 - 12:30	Audit processes related to Institut Penyelidikan Matematik 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 (QMS)
09:30 - 12:30	Audit prosess related to development and management of community programs at Pusat Transformasi Komuniti Universiti Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	Evelyn and client's representatives (QMS)
09:30 - 12:30	Audit of student residential management and services at K10 Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	Hawa and client's representatives (QMS)
09:30 - 12:30	Audit processes related to Pejabat Bursar Audit shall be covering planning, implementation, monitoring and other related activities including review of the risk and opportunities identified, and work environment and infrastructure.	Rajae and client's representatives (QMS)
09:30 - 12:30	Audit on support (Annex 6 People Control) 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 PENASIHAT UNDANG-UNDANG (covering compliance related controls)	Kama and client's representatives (ISMS)

09:30 - 12:30	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 PERTANIAN (FP) • FAKULTI PERUBATAN DAN SAINS KESIHATAN (FPSK) 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 representatives (ISMS)
12:30 - 14:30	Lunch break	All
14:30 - 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 representatives
16:00 - 17:00	Closing Meeting: Presentation of Findings and Recommendation	Auditors and client's representatives