KEMENTERIAN AGAMA REPUBLIK INDONESIA
UNIVERSITAS ISLAM NEGERI SIBER
SYEKH NURJATI CIREBON
Alamat: Jl. Perjuangan ByPass Sunyaragi Cirebon 45132
Telepon (0231) 481264 Faksimili (0231) 489926
Website :www.syekhnurjati.ac.id

Nomor : B-6529/In.08/R/HM.01/12/2024 5 Desember 2024
Sifat : Penting
Lampiran : *Audit Plan*
Hal : **Pelaksanaan Kegiatan *Recertification Audit* ISO 9001:2015**

KepadaYth:

1. **Wakil Rektor I, II, III;**
2. **Kepala Biro AUAK;**
3. **Direktur Pacscasarjana;**
4. **Dekan FEBI, FUA dan FDKI;**
5. **Ketua LPM dan LP2M;**
6. **Kepala UPT Pusat Perpustakaan;**
7. **Kepala Bagian/Kasubbag;**
8. **Kepala UPT PPB**
9. **JF Perencana Institut**
10. **JF PK-APK-APBN/Perbendaharaan Institut**
11. **JF SDM Aparatur**
12. **JF Pranata Humas**

di-
Lingkungan UIN SIBER Syekh Nurjati Cirebon

Assalamu'alaikum Wr.Wb.

Sehubungan dengan akan dilaksanakannya kegiatan *Recertification Audit* ISO 9001:2015 di Lingkungan UIN SIBER Syekh Nurjati Cirebon Tahun 2024 berdasarkan Audit Plan CN: 824 100 18114, dengan ini kami memohon kepada Bapak/ Ibu untuk menyiapkan data-data terkait pelaksanaan Audit Surveillance ISO 9001:2015 yang akan dilaksanakan pada tanggal **09-10 Desember 2024**, sebagimana jadwal terlampir.

Demikian pemberitahuan ini disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Wassalamu'alaikum Wr.Wb.

Rektor,

AAN JAELANI

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Lampiran I

DAFTAR NAMA UNIT KERJA YANG AKAN DI RE AUDIT ISO 9001:2015
DI LINGKUNGAN UIN SIBER SYEKH NURJATI CIREBON TAHUN 2024
09-10 DESEMBER 2024

No.	Tanggal/Waktu	Nama Unit Kerja	Lingkup Audit
	09 Desember 2024		
1	10.00 wib	Rektorat	Proses Manajemen
2	10.30 wib	LPM	Sistem Manajemen Mutu
3	10.30 wib	Subbagian Layanan Akademik	Mengikuti Data di E-SAMI
4	13.00 wib	Fakultas Ushuluddin dan Adab	Mengikuti Data di Siborang dan E-SAMI
5	13.00 wib	LP2M	Mengikuti Data di E-SAMI
6	14.30 wib	Fakultas Dakwah dan Komunikasi	Mengikuti Data di Siborang dan E-SAMI
7	14.30 wib	Bagian Umum dan Humas	Mengikuti Data di E-SAMI
	10 Desember 2024		
8	09.00 wib	UPT Pusat Perpustakaan	Mengikuti Data di E-SAMI
9	09.00 wib	Pascasarjana	Mengikuti Data di Siborang dan E-SAMI
10	10.30 wib	Bagian Perencanaan & Keuangan	Mengikuti Data di E-SAMI
11	10.30 wib	Fakultas Ekonomi dan Bisnis	Mengikuti Data di Siborang dan E-SAMI
12	13.00 wib	Pusat Pengembangan Bahasa	Mengikuti Data di E-SAMI
13	13.00 wib	Bagian SDM Aparatur	Mengikuti Data di E-SAMI

Rektor,

ditandatangani secara elektronik

AAN JAELANI

KEMENTERIAN AGAMA REPUBLIK INDONESIA
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Audit plan
CN: 824 100 18114

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Client: **Universitas Islam Negeri Siber Syekh Nurjati Cirebon**

If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.

Location(s) / Production facility (facilities) / temporary sites / other premises of service delivery: Jl. Perjuangan BY Pass Sunyaragi, Cirebon, Kota Cirebon 45132, Jawa Barat Indonesia

Scope of application: Management of Higher Education Services in the Faculty of Tarbiyah and Teachership, Faculty of Sharia, Faculty of Islamic Economics and Business, Faculty of Ushuludin and Adab, Faculty of Dakwa and Islamic Communication and Post Graduate Programme including Education Design, Curriculum Development, Education Delivery and Assessment Learning

Applicable standard, Audit criteria: SNI ISO 9001:2015, Management system documentation of the organization, Quality Manual (Rev.0 date 3 January 2018). Terms and conditions of certification

Type of audit: Recertification Audit

Client's representative: Dr. Ayus Ahmad Yusuf, SE., MSi (Head of LPM)

Audit objective:
Verification of the management system for conformity with the audit criteria, sampling procedure with the objective: Re-certification

Determine the ability of the management system to ensure compliance with applicable legal, regulatory and contractual requirements.

Determine the effectiveness of the management system in relation to a reasonable expectation of achieving the organization's stated objectives.

Audit language(s): Bahasa Indonesia

Audit leader: **Abdul Wahid (ABW)**
☒ external, company:

Auditor(s): **Agustani Bustami (AB)**
☒ external, company:

Trainee:
☐ external, company:

Expert(s):
☐ external, company:

Shiftsystem ☒ 1-Shift ☐ 2-Shift ☐ 3-Shift ☐

Shift handover

Comment

Audit method ☒ on site ☐ on site & remote ☐ 100% remote

ICT Tools ICT Tool

ICT Test Checked on Date — Check in last audit, ☐ no changes

host Please choose

Revision	Preparation of the audit plan	Change during the audit
City, Date	Karawang, 30 November 2024	
Comment		

Audit plan
CN: 824 100 18114

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A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit. During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

Audit time Overview Location

Refresh sums: Mark cell and press F9	ISO 9001		ISO 14001		ISO 45001		ISO 50001		ISO 27001		**Total time**
	on site	remote	on site	remote	on site	remote	on site	remote	on site	remote	
Audit time	30,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	**15,00**
Abdul Wahid	15										15,00
Agustani Bustami	15										15,00
Remote %	0		0		0		0		0		

Date / Time	**Organizational Unit and Processes**	**Auditor/ Abbrev.I** Remote*	**Interviewee**	**Standard Chapter**
2024.12.09	Day 1			
09.00	Opening Meeting	All	Rector, Vice Rectors, Deans, Head of Department, Head of Bureau, etc	Opening meeting Introduction to company and explanation of processes and procedures, fine tuning of audit plan
10.00	Top Management	All	Rectors Vice Rectors Aan Jaelani	Verification of commitment to meet requirement, management system changes, changes in Management Policy and communication of Management Policy, QMS Objectives and it's monitoring. 5.1; 5.2; 5.3; 6.1; 6.2; 6.3, 7.1, 7.4; 9.3; 10.1; 10.2; 10.3
10.30	Quality Management System • Verification of Corrective Action from Previous Audit • Document Check and QMS Change –Document and business Process. • Internal Audit • Management Review Result • Risk management Identification • Objectives Target and Programs • Quality Monitoring and	ABW	Ka. LPM, Staf Ayus Ahmad Yusuf	Verification use of Logo and Certificate, Verification of corrective action from previous audit and changes in the management system: 4.1, 4.2, 4.3, 4.4, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2, 10.3

Audit plan
CN: 824 100 18114

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Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I Remote*	Interviewee	Standard Chapter
	Measurements • Legal and Statutory compliance evaluation. • Customer Satisfaction • Continual improvement			
10.30	Bagian Akademik & Kemahasiswaan	AB	Kabag Umum & Layanan Akademik, Staf c.q. Kasubbag Layanan Akademik	6.1; 6.2, 6.3, 7.1; 7.2, 7.3; 7.5, 8.4, 8.5, 9.1; 10.1; 10.2, 10.3
12.00	Break			
13.00	Fakultas Ushuluddin	AB	Dekan , Kaprodi, Dosen	6.1; 6.2, 6.3, 7.1; 7.3; 8.1;, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
13.00	LP2M	ABW	Ka. LP2M, Faqiuddin Abdul Kodir	6.1; 6.2; 6.3; 7.1, 7.2, 7.3, 7.4; 7.5; 8.5, 8.6, 8.7; 9.1; 9.2; 9.3; 10.1; 10.2, 10.3
14.30	Fakultas Dakwah dan Komunikasi Islam	AB	Dekan, Kaprodi, Dosen	6.1; 6.2, 6.3, 7.1; 7.3; 8.1;, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
14.30	Bagian Umum dan Humas	ABW	Kabag Umum dan Layanan Akademik, Staf, JF Humas	6.1; 6.2; 6.3; 7.1, 7.2, 7.3, 7.4; 7.5; 8.2; 9.1; 9.2; 9.3; 10.1; 10.2, 10.3
16.00	Audit Team meeting	All		Review the day findings
17.00	End of Day 1 Audit			
2024.12.10	Day 2			
09.00	Perpustakaan	ABW	Ka. Perpustakaan, Staf Syibli Maufur	6.1; 6.2, 7.1; 7.2; 8.1; 8.4, 9.1; 10.1; 10.2, 10.3
09.00	Pascasarjana	AB	Kepala Program & staf	6.1; 6.2, 6.3, 7.1; 7.3; 8.1;, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
10.30	Bagian Perencanaan & Keuangan	ABW	Kepala Bagian & staf, JF	6.1; 6.2, 6.3, 7.1; 7.2, 7.3; 7.5, 8.4,

Audit plan
CN: 824 100 18114

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Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I Remote*	Interviewee	Standard Chapter
			Perencanaan, JF PK,APK-APBN/Perbendaharaan	8.5, 9.1; 10.1; 10.2, 10.3
10.30	Fakultas Ekonomi & Bisnis Islam	AB	Dekan, Kaprodi, Dosen	6.1; 6.2, 6.3, 7.1; 7.3; 8.1;, 8.2; 8.3;8.4, 8.5, 8.6, 8.7, 9.1; 10.1; 10.2, 10.3
12.00	Break			
13.00	Pusat pengembangan Bahasa	ABW	Ka Pusat & staf	6.1; 6.2, 7.1; 7.2; 8.1; 8.4, 9.1; 10.1; 10.2, 10.3
13.00	Bagian SDM Aparatur	AB	JF SDM Aparatur & staf	6.1; 6.2, 7.1; 7.2; 8.1; 8.4, 9.1; 10.1; 10.2, 10.3
15.00	Review finding	AB		Review audit findings and preparation of closing meeting
16.00	Closing Meeting	All	Rector, Vice Rectors, Deans, Head of Department, Head of Bureau, etc	Presentation of Audit Finding & Result
17.00	End of Recertification Audit			

* = Auditor takes part remotely

In case of an audit team the documentation of evidence must be made separately (exception top management). Adequate contact persons in the company must be mentioned in the audit plan.

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(Established by the client)

Distribution for the audit plan:

[x] Client [x] Certification Body (Bodies) [ ] Auditor/Expert [x] Database