

Audit plan
ZN: 824 100 11051



Client: Politeknik Kesehatan Kementerian Kesehatan Surakarta
Location(s) / Production facility (facilities): Jl. Letjen Sutoyo, Mojosongo, Surakarta, 57127, Jawa Tengah, Indonesia
Scope of application: Provision of Higher Education Services of Health Science including the Development Curriculum
Applicable standard, Management system documentation of the Organization
Audit criteria: SNI ISO 9001 : 2008
Manual Mutu POLTEKES Surakarta, rev 0, dated 19 Agustus 2011
Type of audit: 2nd Follow Up Audit
Auditee representative: Mr. Satino, SKM, M.ScN – Director
Mrs. Insiyah, M.Kes – Management Representative
Tel./ Fax : 0271-855388
Email : insiyahkamal@gmail.com
Audit objective: Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification
Audit language(s): Indonesia **Order number:** 1303214818
Audit leader: Tri Wahyu Benny K (TWB) **Auditor(s):** Suliswiyadi (SWD)
 external, company: external, company:
Environmental verifier: **Trainee(s):**
 external, company: external, company:
City and date of audit plan preparation: Yogyakarta, January 20, 2017

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 Politeknik Kesehatan Surakarta Jl. Letjen Sutoyo, Mojosongo, Surakarta, 57127, Jawa Tengah, Indonesia

	9001 [Audit time in h]	14001 [Audit time in h]	18001 [Audit time in h]	50001 [Audit time in h]	Sum (on line):
Debit Location	16.8 h	---	---	---	16,8 h
Tri Wahyu Benny K	8.4 h				8.4 h
Suliswiyadi	8.4 h				8.4 h

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Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
2017-01-30				
08.30	Managers, Management Representative	Audit team	Direktur, Para Wkl Direktur, Kajur/ Kaprodi, Ka Lembaga, Kabiro/Kabag Administrasi, Ka Jaminan Mutu,	Opening meeting, introduction to company, explanation of processes & procedures, fine-tuning of audit plan
09.00	Management Process (<i>Roadmap, RIP & Renstra POLTEKES</i>)	Audit Team	Direktur, Wkl Direktur, Kaprodi, Ka Jaminan Mutu	5.1,5.2, 5.3, 5.4, 5.5, 5.6, 6.1, 8.1, 8.2, 8.4, 8.5
09.45	Quality Management Process <ul style="list-style-type: none"> • Dokumen Mutu SNPT (Permen 49/2014) • Pernyataan Mutu • Kebijakan Mutu • Manual SPMI • Prosedur Mutu • Prosedur Kerja • Documentations 	TWB	Ka Jaminan Mutu & ISO Team	verification of corrective action from previous audit and changes in the quality system, use of logo and current certificate 4.1, 4.2, 5.4, 5.6, 8.1, 8.2, 8.4, 8.5
09.45	Perkuliahan, Research and Development <ul style="list-style-type: none"> • Kerangka Kualifikasi Kompetensi (KKNI) & outcome learning • Penyusunan & pengembangan Kurikulum • Proses Perkuliahan • Suasana Akademik • Evaluasi & Standarisasi Akademik • Yudisium • Research Development • Community Development 	SWD	- PD I - Kabag Akademik and staff - Kapuslit - Kapus. Abdimas	5.4, 6.2, 6.3, 6.4, 7.1, 7.3, 7.5, 7.6, 8.2, 8.3, 8.4, 8.5
11.00	Humas, Publikasi, Kerjasama, Sistem Informasi <ul style="list-style-type: none"> • Publikasi • Promosi • Kerjasama • Sistem Informasi 	TWB	Kabag. Promosi & Kehumasan, Kerjasama, K. Unit Sistem Informasi,	4.1, 5.4, 7.2, 7.3, 7.5, 8.2, 8.4, 8.5
11.00	Kemahasiswaan & Alumni <ul style="list-style-type: none"> • PMB • Kode Etik Mahasiswa • Program Minat Bakat Mhs • Program Kesejahteraan (Beasiswa) • Program Penalaran • Alumni 	SWD	PD III, Kabiro/ Kabag Kemahasiswaan	5.4, 6.3, 6.4, 7.1, 7.2, 7.5, 8.2,8.3, 8.4, 8.5
12.00	Break			

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Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
13:00	Program Studi (sampling) <ul style="list-style-type: none"> • Program Studi Terapi Wicara (DIII) • Program Studi Kebidanan (DIII/ IV) • Program Studi Keperawatan (DIII/DIV) 	SWD	Kaprodi and staff	5.4, 6.2, 7.1, 7.3, 7.5, 7.6, 8.2, 8.3, 8.4, 8.5
13.00	Sarpras, Administrasi Umum & Pengembangan SDM <ul style="list-style-type: none"> • Sarpras • Administrasi Umum • Pembelian & Pengadaan • Perawatan Laboratorium • Pengelolaan Perpustakaan 	TWB	- PD II - Kabag Admi Umum & K.Unit Pengadaan, - K.Unit Lab - Ka Unit Perpustakaan	5.4, 6.1, 6.2, 6.3, 6.4, 7.4, 7.5, 7.6, 8.5
15.30	Audit Team Meeting	Audit Team	Review of findings	
16.30	Closing Meeting	Audit Team	Direktur, Para Wkl Direktur, Kajur/ Kaprodi, Ka Lembaga, Kabiro/Kabag Administrasi, Ka Jaminan Mutu,	Presentation findings
17.30	End of 2 nd Follow Up Audit			

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

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