

 UNESA	STATE UNIVERSITY OF SURABAYA	No : PKA- Capaian kinerja - 01.a KL/PPSMA/2020
	QUALITY ASSURANCE CENTER Unesa Rectorate Building, Lidah Campus, Surabaya	
INTERNAL QUALITY AUDIT HEAD OF LABORATORY PERFORMANCE ACHIEVEMENTS		

Revision 0

Auditee				Audit Stage			
Location				Scope			
Vice-auditee				Auditor			
Distribution				KAI		Files	
Audit Date				Member Auditor			

No.	Questions According to Scope	Work Execution			Availability of Working Documents		Evidence
		Discontinue	Still on Process	Continue	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.a	Leading the Laboratory according to the existing organizational structure						
	a. Organizational structure and governance within the lab						
	b. Decree of the Rector and Dean of Unesa regarding the Appointment of Heads of Labs and Heads of Sublabs						
	c. Laboratory Policies and Guidelines						
	d. Lab performance contract						
1.b	PM/SOP in the Laboratory						
	a. PM User/Student						
	b. PM Laboratories/technicians						
	c. PM Tool Usage						
	d. PM Maintenance Tools/materials						
	e. PM Work safety						

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(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	f. PM Procurement of goods/materials						
1.c	Laboratory Administration						
	a. Goods Administration						
	b. Loan administration						
	c. Maintenance Administration						
	d. Administration of visits/lab use						
2.	Planning budget policies according to the contract so that the program can continue						
	a. RBA						
	b. TOR from previous evaluation results						
3.a	Planning and implementing the lab development plan program						
	a. Short Term (1 year)						
	b. Long Term (3-5 years)						
3.b	Work program						
	a. Availability of laboratory development						
	b. There are measurable targets						
	c. In accordance with the needs of the study program related to the PT tridharma						
3.c	Monitoring work program						
3.d	Service Response Instrument						
3.e	Administration of meetings and news						
3.f	Administration of sublab/laboratory/technician reports						

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(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
4.	Planning and implementing cooperation with parties outside Unesa for quality development						
	a. MoU on domestic cooperation						
	b. Report on the results of domestic cooperation						
	c. MoU on foreign cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation Response Instrument						
5.	Conducting program evaluations on a regular basis reporting to the Department/Study Program and the Dean						
	a. Work program achievement report						
	b. Internal quarterly reports						
	c. Year-end report to the Dean						
6.	Conducting survey activities related to the field of laboratory services to customers						
	a. Survey schedule						
	b. Survey results report						
	c. Follow up survey results						
7.	Having an innovation of selling value in accordance with laboratory development						
	a. Availability of activity proposals						
	b. Available lab profile						
	c. Availability of business plan documents						

8. Achievement of Head of Laboratory Work Program

Number	Name of work program activity	Work program sub activities	Target	Achievements	Constraint	Upload Evidence/Documents
1						
2						
3						
etc.						

9. Constraints and Follow Up Plans (RTL)

Constraints/disadvantages	Follow-up/completion plan

Surabaya,

(head of laboratory)