

**GUIDELINES FOR AUDIT OF  
FACILITIES AND  
INFRASTRUCTURE  
LEARNING**



**SURABAYA STATE UNIVERSITY  
QUALITY ASSURANCE AGENCY**

## **FOREWORD**

With the grace of Almighty God, the AUDIT guidelines for learning facilities and infrastructure around Unesa have been completed which can be used as a reference for developing audits of existing facilities and infrastructure at Unesa.

This audit guide for learning facilities and infrastructure aims to meet quality standards related to facilities and infrastructure implemented within Unesa.

Surabaya, February 2020  
PPM Unesa

## **1. INTRODUCTION**

As technology advances and student demands in terms of services, education delivery units are required to meet student expectations in making service improvements. Student services provided by Surabaya State University currently do not meet student expectations. Learning facilities and infrastructure are one of the quality standards that must be met by every education provider. Fulfilling these standards is a top priority that must be fulfilled by every education provider. Facilities standards include: standards for furniture, educational equipment, educational media, books, information technology facilities, sports and the arts. Meanwhile, infrastructure includes: land standards, classrooms, libraries, laboratories, leadership rooms, lecturer rooms, administrative rooms and public facilities.

One of the efforts that must be made to improve student services is to conduct an audit of learning facilities and infrastructure.

## **2. OBJECTIVE**

This guideline aims to find out and map the extent to which facilities and infrastructure standards have been met in each study program within Unesa.

## **3. TARGET**

- a. find out the availability of learning facilities and infrastructure in the study program around Unesa.
- b. find out the suitability of the learning facilities and infrastructure available in the study program around Unesa.

## **4. SCOPE**

The scope of the audit of learning facilities and infrastructure is all study programs within Unesa.

## **5. AUDIT IMPLEMENTATION AND TECHNIQUES**

### **a Implementation**

Auditing of learning facilities and infrastructure can be carried out through the stages of planning, preparation, implementation, processing and presentation of audit results, which include the following steps:

- 1) Prepare audit instruments;
- 2) Determine the unit to be audited;
- 3) Carrying out audits;
- 4) Processing audit results;
- 5) Present and report results.

b. Audit techniques


To carry out an audit, this is done by, among other things:

- 1) The questionnaire uses manual instruments;
- 2) The questionnaire uses electronic instruments;

c. The results of the Student Satisfaction Survey are intended to:

- 1) Know the weaknesses or strengths of each service work unit;
- 2) Periodically measure the implementation of services that have been implemented by the service work unit;
- 3) As material for determining policies that need to be taken and steps to improve services;
- 4) As feedback in improving services.

## 6. STANDARD OPERATIONAL PROCEDURES

 UNESA	<b>SOP FOR AUDIT OF FACILITIES AND INFRASTRUCTURE LEARNING</b>	
	Code/No: 000021200	Revisions: 0 Date: February 13, 2018

### Objective

This SOP aims to provide an explanation regarding:

1. The preparatory stage that must be carried out for the audit of learning facilities and infrastructure
2. Stage of implementing the audit of learning facilities and infrastructure
3. The final stage of learning facilities and infrastructure

### Definition

Learning facilities and infrastructure activities are an internal evaluation process of the availability of facilities and infrastructure within Unesa. The audit unit is all study programs at Surabaya State University. The results of this audit consist of the strengths and weaknesses of the institution. It is hoped that institutional strengths can be maintained or increased while weaknesses must be minimized or eliminated.









### Scope

This SOP includes:

1. Procedures and processes for implementing audit activities of learning facilities and infrastructure
2. Study program around Unesa.

### Reference

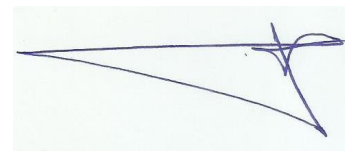
National Education System Law (SISDIKNAS) Number 20 of 2003, that every tertiary institution is obliged to implement an academic quality assurance system and internal monitoring of academic quality;

Activity	Rector	PPM	Dean, Head of Study	Document	Time
Prepare audit instruments for learning facilities and infrastructure				Instrument	1 week
Carry out expert validation				Instrument	1 week
Socialization of activities for audits to the Dean, Head of Study Program,				Instrument	1 week
Conduct facility audits and learning infrastructure				Instrument	1 week
Processing audit results				data	1 day
Create audit results reports				report	3 days
Submission of audit results				report	1 day
Follow-up				results report	1 day

## 7. CLOSING

Audits of learning facilities and infrastructure need to be carried out on an ongoing basis as a basis for improving the quality and availability of learning facilities and infrastructure at Surabaya State University.

Surabaya, February  
2020 Head of Internal  
Quality Audit Headquarters,



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