

# Audit report



Company / Ordering party:	İstanbul Okan Üniversitesi
street:	Tepeören Mah. Ballica Yolu Üzeri İstanbul Park Karşısı
Zip-code/ Place:	34959 Akfırat-Tuzla / İSTANBUL
Audit representative Ordering party:	Banu Bayrak-Emre Demirok
Ordering number:	3330 / 2KKH / J0
Audit objective:	Determination of standard conformity
Audit criteria:	ISO 9001:2015, certification procedure TÜV Thüringen and applicable regulations; documentation of the organization on the management system
Type of audit:	Recertification Audit
Audit date:	16-19.06.2021
Scope:	<b>TR:</b> Yüksek öğretim <b>ENG:</b> Higher education
EA-/ IAF-sector / category:	37/1-G6
Non-applicability of standard requirements:	None
Number of employees:	783
Multi-site certification:	<ul style="list-style-type: none"> <li>See annex multi-site certification</li> </ul>
Lead Auditor:	Paze
Auditor:	Elyıldırım (37/1-G6)
Technical expert:	None
Trainee:	None
Further accompanying persons in audit:	Miñhat Kıyak-Management Representative Banu Bayrak-Quality Responsible Emre Demirok-University Secretary Özgür Şahin-Maintenance Resp Ferhat Sancak-Administrative Affairs Müjgan Keskinliç-Institute Secretary Menekşe Durmuş Övet-Student Affairs Resp. Ayşe Jülide Bulut-Student Relationships Resp. Kardelen Altuntaş-Technical Manager Emre Kurban-Purchasing Responsible Nihan Güneş-Hiring Responsible Ahmet Alparslan-Purchasing Responsible İlkay Sancaktar-General Secretary Assistant Saniye Canel Ercan-HR Responsible
Other applicable documents for the audit report:	<ul style="list-style-type: none"> <li>Audit plan</li> <li>Annex to the audit report (remains in the certification body)</li> </ul>
Result of the audit:	<ul style="list-style-type: none"> <li>As a result of the audits aims, the issue of the certificate is recommended.</li> </ul>

25.06.2021

Date of preparation

Paze

Lead Auditor

Date of approval

Approval of the certification body

## **Explanatory notes for the procedure, the evaluation of the audit, distribution, confidentiality, ownership, restriction, responsibilities**

The audit result was determined by an on-site visit in the organization with interviews of the management and of the employees as well as by inspection of documents and observation of processes per sampling procedure.

An audit as sampling procedure cannot examine every detail of the management system. Because of the sampling character of an audit it is pointed out that nonconformities or weaknesses may be present, which were not found in the audit. [The Auditing is based on a sampling procedure of available information.](#) Need for improvement which was determined in one department or in one process should be fundamentally reviewed by the organization whether it might be applicable also in other areas in the organization.

The certification body of TÜV Thüringen e.V. reviews and evaluates the improvement potentials, nonconformities and the corrections/ corrective measures. If applicable, it could take place new specifications of the certification body in the result of the examination by the certification body.

The findings of the auditors and thus the audit results do not relieve the organization from its responsibility to ensure the constant fulfillment of the standard requirements and the legal requirements. The responsibility for the continuous effective operating of the management system remains always alone by the audited and certified company.

If in the course of the validity of the certificate changes occur in the management system, in the structure or the scope the company is obligated to inform the certification body immediately about these changes.

This report will be submitted to the certification body(s), on request to the accreditation body, the members of the audit team and to the audit representative of the company. Annexes for the audit report serve for certification decision and remain in the certification body. All documents (as well as this report) about this audit and certification procedure will be treated confidentially by the audit teams and the certification body. The ownership to this audit report remains at the certification body.

### **1. Summarizing assessment**

As a result of the conducted audit by means of the checked documents and audited processes the verified management system according to the applicable standard requirement is evaluated as being fully effective.

The prerequisites for the maintenance and further development of the management system are comprehensively given.

#### **Audited faculties:**

head office: dentistry, medicine faculty's metrology sub department, Faculty of law.

Kadiköy Campus: Conservatory-Theater

Mecidiyeköy Campus: IT Systems Master's Degree

The company determined its external and internal issues. These are relevant to its purpose and strategic direction, affect the company's ability to achieve its intended results of the quality management system and are explained in Quality System Manual. Relevant interested parties and their relevant requirements are reviewed and monitored once in a year in the management review.

QMS is established, implemented, maintained and continually improved by the organization satisfactorily and this system includes the needed processes and their interactions base on standard requirements.

QMS's risks and opportunities are determined based on giving assurance that the quality management system can achieve its intended result, enhance desirable effects, prevent, or reduce, undesired effects, achieve improvement effectively.

These risks and opportunities' actions are planned, integrated and implemented to the QMS processes satisfactorily. Their evaluation of the effectiveness is explained and planned.

The management system is able to meet applicable requirements and deliver expected results.

The process of carry out the internal audit meets only with restrictions the standard requirements. The management review takes place conforming to standards fully.

A component of the re-certification audit was a review of the audit reports of the two preceding surveillance audits as well as the performance of the management system over the last certification cycle.

## 2. Improvement potential of the management system of the company

It is recommended that more **in-house trainings** are given.

## 3. Corrective measures to nonconformities from previous audits

There were no nonconformities in previous audits.

## 4. Nonconformity

### Non-critical nonconformity

See nonconformity report no.: None

### Critical nonconformity

See nonconformity report no.: None

## 5. Positive aspects

Well established QM documentation  
Computer program basis document distribution

## 6. Information to the organization

### 6.1 Description of the organization and its core activity:

Okan University is active on higher education. Okan University was founded by Okan Culture, Education, and Sports Foundation in 1999 and began its academic life in 2003-2004. It is a private university located in Istanbul. They have about 14.000 students in their campus including students from 24 different countries.

There is no change about the information given above

### 6.2 Description of the site conditions:

Tuzla Campus is far from city. University area is 250.000 m<sup>2</sup>. Suitable lighting, ventilation is provided for university area. Company has a high-tech electronic security infrastructure. The work environment is very well organized. They have a Campus located outside Istanbul City Center. The buildings and classrooms are new and in good conditions. Air Conditioning System, Lightening and technological facilities are very well.

Mecidiyeköy Campus is in European Side, across the metrobus station. Social Science and Health Sciences Institutes are established there. Campus area is 1443 m<sup>2</sup>. University has a high-tech electronic security infrastructure. The work environment is very well organized. The buildings and classrooms are new and in good conditions. Air Conditioning System, Lightening and technological facilities are very well. The campus has a dental hospital.

Kadıköy Campus is in Asian Side, near the metro station. Conservatory is established here. Campus area is 1000 m<sup>2</sup>. University has a high-tech electronic security infrastructure. The

work environment is very well organized. The buildings and classrooms are new and in good conditions. Air Conditioning System, Lightening and technological facilities are very well.

There is no change about the information given above

## 6.3 Designation of used resources:

### Tuzla:

Experimented employees.

Office devices are; printer copy machines, phones, fax, computer, etc.

OHS devices are; compressor, winch, fire tubes, etc.

Lab. Devices are; electronic test devices, chemical test devices, medical test devices, etc.

### Kadıköy Campus:

Experimented employees

Office devices are; printer copy machines, phones, fax, computer, etc

18 classrooms

1 conference room

1 computer laboratory

1 library

1 server room

1 simulator room

2 theater halls

### Mecidiyeköy Campus:

Experimented employees

Office devices are; printer copy machines, phones, fax, computer, etc

20 classrooms

1 conference room

1 computer laboratory

1 library

1 dental hospital

There is no change about the information given above.

## 6.4 Changes of the management system to the previous audit:

Quality System Manual, KEK, 30.09.2020, rev.07

Process Interaction Table, KEK-EK-B, 31.05.2021, rev.06

Organization Chart, ŞM.INK.001, 22.05.2021, rev.15

Chancellery Executive Job Description, GT-INK.255, 14.06.2021, rev.00

Quality Manager Job Description, GT-INK.253, 22.05.2021, rev.00

Administrative Staff Hiring Process Flowchart, AŞ.INK.001, rev.05, 15.05.2021

Document and Data Control Procedure, PR.KYS.001, rev.11, 25.05.2021

Purchasing Procedure, PR.MAİ.002, 15.05.2021, rev.05.

Faculty of Art, Design and Architecture Department of Architecture General Education

Practice Principles Directive, YG.OKN.055, rev.02, 18.05.2021

Academic Staff Directive, YG.OKN.025, 03.03.2021, rev.03

## 7. Scope of the management system

**The scope comprises following sites / functional areas:**

Office Departments for; operational control

Class rooms for; educations were given

Labs for; test educations

Maintenance departments for; maintenance activities

Warehouse stock for; some education devices and office devices

The scope of the certification includes all necessary processes of the QM system.

**Following processes are being outsourced:**

None

**8. Complaints about the management system of the organization**

None

**9. Use of TIC-sign / certificate**

The organization was informed in detail during the closing meeting of the audit about the use of the TIC-sign and of the certificate according to § 6 of the contract about certification. In this context it was pointed out that in using of the TIC-sign and of the certificate especially the impression of a product certification and of the certification of areas outside the scope must not arise.

**The certificate is used as follows:**

At the inspection of the documents and records certificate were used conforming to the contract. The company was used the certificate for some of customers, prestige and best QMS system.

**The TIC-sign is used as follows:**

At the inspection of the documents and records the TIC-sign were used conforming to the contract. TIC- sign is used on the web site and brochures etc.

Distribution list:

- client
- certification body