



Audit Plan Surveillance Visit:03 REV01

Organization:	PT. Chitose Internasional		
Address:	HO & Plant: Jl. Industri III No. 5 Km. 8,7 Leuwigajah, Cimahi, Jawa Barat – Indonesia Warehouse finish goods: Jl. Leuwigajah no.170, Cimahi, Jawa Barat – Indonesia		
Visit Number:	3	Actual Visit Date:	25-26 June 2019
Visit Due by Date:	TBA	For auditor information only	
Lead Auditor:	Bpk. Tomie Gautama		
Team Member(s):	-		
Additional Attendees and Roles	-		
Standard(s):	ISO 9001:2015		
Audit Language:	Indonesia / English		
Audit Scope:	Manufacture of Metal Chair and Nursing Bed		

Audit Objectives: To determine conformity of the management system, or parts of it with audit criteria and its:

- ability to ensure applicable statutory, regulatory and contractual requirements are met,
- effectiveness to ensure the client can reasonably expect to achieve specified objectives

and to identify as applicable areas for potential improvement.

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
DAY-1	08.20	A	Arrival at site	
	08.30	All	Opening Meeting	
	09.00	A	Top Management Presentation and Discussion <ul style="list-style-type: none"> - Organization context - Understanding the need and expectation of interested parties - Business process, business objectives, strategic direction - Quality policy and integration of QMS into business process - Identification of risk & opportunity and action to address risk and opportunity 	
	09.30	A	QMS Leader (Review of any changes within the scope of certification, Progress towards achieving established objectives and progress of continual improvement activities, Continuing operational controls, Internal Audit , Preventative and Corrective Action, including actions taken to address any nonconformity identified at the previous visit., Monitoring of customer satisfaction, Management Review & Certification claims and use of certification marks) including verification of previous CAR	
	13.00	A	Purchasing	
	14.30		PPIC <ul style="list-style-type: none"> • Control of Outsourcing • Production Planning Control • Inventory control (WH RM) • Material Supply 	
	17.00	All	End of audit Day 1	

Job / Cert. n°:	ID-JKT/2024	Visit Type:	SUR	Visit n°:	3
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DAY 2	08.20	A	Arrival at site	
	08.30	A	Production for Metal Chair <ul style="list-style-type: none"> • Construction • Finishing • Assembly • Production System Development (PSD) • Facility 	
	10.30	A	QA <ul style="list-style-type: none"> • Receiving • Chair and Finishing Chrome • Assembly, Finishing Paint and Nailing • Testing and Follow Up • Calibration 	
	13.00	A	Warehouse <ul style="list-style-type: none"> • Spare Part • Finished goods 	
	14.30	A	Clarification any outstanding issue, compile report	
	15.00	All	Closing Meeting	
	17.00	All	End of Audit	

Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.