

Audit Plan

Organization:	PT. Chitose Internasional Tbk.		
Address:	HO: Jl. Industri III No. 5 Km. 8,7 Leuwigajah, Cimahi Jawa Barat Plant 1: Jl. Industri III No. 5 Km. 8,7 Leuwigajah, Cimahi Jawa Barat WH: Warehouse Finish Good - Jl. HMS Mintaredja Baros Cimahi Jawa Barat		
Visit Number:	1	Actual Visit Date:	23-26 November 2020
Visit Due by Date:	TBA	For auditor information only	
Lead Auditor:	A		
Team Member(s):	B		
Additional Attendees and Roles	-		
Standard(s):	ISO 9001:2015		
Audit Language:	Indonesia / English		
Audit Scope:	Manufacture of Metal Chair, Nursing Bed, Woodline & C-PRO		

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,B	Arrival at site	
	08.30	All	Opening Meeting	
	09.00	A,B	Discussion with Top Management	
	09.15	A	PPIC, Material Supply for Woodline and C-PRO	
		B	Purchasing	
	10.30	A	Production of Woodline and C-PRO	
		B	Maintenance of Machine for Production of Woodline and C-PRO	
	13.00	A	QA for Production of Woodline and C-PRO	
		B	System and Control (IT)	
	17.00	All	End of Audit Day-1	
DAY-2	08.20	A, B	Arrival at site	
	08.30	A	Production for Metal Chair <ul style="list-style-type: none"> • Construction • Finishing • Assembly • Production System Development (PSD) • Facility 	
		B	PPIC <ul style="list-style-type: none"> • Control of Outsourcing • Production Planning Control 	
	10.00	B	PPIC <ul style="list-style-type: none"> • Inventory control (WH RM) • Material Supply 	
		A	Engineering	

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			<ul style="list-style-type: none"> Maintenance Workshop 	
		B	Warehouse <ul style="list-style-type: none"> Spare Part Finished goods WH: Warehouse Finish Good - Jl. HMS Mintaredja Baros Cimahi Jawa Barat 	
	16.00	A, B	Wrap up audit day 2	
	17.00	All	End of Day – 2	
DAY 3	08.20	A, B	Arrival at site	
	08.30	A	Production for Nursing Bed <ul style="list-style-type: none"> Construction Finishing Assembly Production System Development (PSD) Facility 	
		B	HRD & GA <ul style="list-style-type: none"> Payroll Benefit Training and recruitment GA 	
	10.30	B	Purchasing	
	13.00	A	QA <ul style="list-style-type: none"> Receiving Chair and Finishing Chrome Assembly, Finishing Paint and Nailing Testing and Follow Up Calibration Including verification of previous CAR (2 Minor) 	
		B	Sales & Marketing	
	15.00	A, B	Report preparation	
	17.00	All	End of audit Day-3	
DAY-4	08.20	A	Arrival at site	
	08.30		Research and Development (R&D) <ul style="list-style-type: none"> Product Development Bed Product Development Chair Woodline and C-PRO 	
	09.00		Management Representative : Including verification of previous CAR (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)	
	10.00	A,B	Summary Report	
	11.00	All	Closing Meeting	
	12.00	All	End of Audit	
			Lunch Break at 12.00-13.00	

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.

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