

## 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:	C5-V2	Actual Visit Date:	TBA
Visit Due by Date:	TBA (July 2021)	For auditor information only	
Lead Auditor:	A		
Team Member(s):			
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	Arrival at site	
	08.30		Opening Meeting	
	09.00		Discussion with Top Management	
	09.15		PPIC, Material Supply for Woodline and C-PRO	
	10.30		Production of Woodline and C-PRO including Maintenance of Machine for Production and QA	
	12.00		Break Time	
	13.00		Continue in production	
	17.00		End of Audit Day-1	
Day-2	08.20	A	Arrival at site	
	08.30		Production for Metal Chair and QA <ul style="list-style-type: none"> <li>• Construction</li> <li>• Finishing</li> <li>• Assembly</li> </ul>	
	10.00		Engineering <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Workshop</li> </ul>	
	12.00		Break Time	
	13.00		QA Receiving <ul style="list-style-type: none"> <li>• Chair and Finishing Chrome</li> <li>• Assembly, Finishing Paint and Nailing</li> <li>• Testing and Follow Up</li> <li>• Calibration</li> </ul>	

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	17.00		End of audit Day-2	
Day-3	08.20	A	Arrival at site	
	08.30		Sales & Marketing	
	10.00		Research and Development (R&D) • Woodline and C-PRO	
	12.00		Break Time	
	13.00		Function: QMS Leader / Management Representative Management Review : Input: - Changes on internal & external issues - Performance & effectiveness of QMS [customer satisfaction feedback, quality objectives achievement, process/product performance, nonconformity & corrective action, monitoring & measurement results, audit results, performance of external provider, - Adequacy of resources - Effectiveness of action to address risk - Opportunity for improvement - Review Certification mark Output: Decision for: - Opportunity for improvement - Needs for changes of QMS - Resources needs	
	14.00		Summary Report	
	15.00		Closing Meeting	
	17.00		End of audit Day-3	

**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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