

Audit Plan rev 1

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:	7 - 9 July 2021
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	IT Tools	Key Contact
Day-1 7 Jul 2021	08.20	A	Prepared connection using Zoom/MS Team/WA (will be send to MR Diharapkan MR/auditee juga mendownload MS team di HP/Computernya)		
	08.30		Opening Meeting	Zoom/MS Team/WA	
	09.00		Discussion with Top Management	Zoom/MS Team/WA	
	09.15		PPIC, Material Supply for Woodline and C-PRO	Zoom/MS Team/WA	
	10.30		Production of Woodline and C-PRO including Maintenance of Machine for Production and QA	Zoom/MS Team/WA	
	12.00		Break Time		
	13.00		Continue in production	Zoom/MS Team/WA	
	17.00		End of Audit Day-1		
Day-2 8 Jul 2021	08.20	A	Prepared connection using Zoom/MS Team/WA (will be send to MR Diharapkan MR/auditee juga mendownload MS team di HP/Computernya)		
	08.30		Production for Metal Chair and QA <ul style="list-style-type: none"> • Construction • Finishing • Assembly 	Zoom/MS Team/WA	

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	10.00		Engineering <ul style="list-style-type: none"> • Maintenance • Workshop 	Zoom/MS Team/WA	
	12.00		Break Time		
	13.00		QA Receiving <ul style="list-style-type: none"> • Chair and Finishing Chrome • Assembly, Finishing Paint and Nailing • Testing and Follow Up • Calibration 	Zoom/MS Team/WA	
	17.00		End of audit Day-2		
Day-3 9 Jul 2021	08.20	A	Prepared connection using Zoom/MS Team/WA (will be send to MR Diharapkan MR/auditee juga mendownload MS team di HP/Computernya)		
	08.30		Sales & Marketing	Zoom/MS Team/WA	
	10.00		Research and Development (R&D) <ul style="list-style-type: none"> • Woodline and C-PRO 	Zoom/MS Team/WA	
	12.00		Break Time		
	13.00		Function: QMS Leader / Management Representative Management Review : Input: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Opportunity for improvement - Needs for changes of QMS - Resources needs 	Zoom/MS Team/WA	
	14.00		Summary Report		
	15.00		Closing Meeting	Zoom/MS Team/WA	
	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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