

## 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:	6 – 8 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	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	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"> <li>• Construction</li> <li>• Finishing</li> <li>• Assembly</li> </ul>	Zoom/MS Team/WA	

Job / Cert. n°:	ID-JKT 2024	Visit Type:	Surveillance	Visit n°:	2
Document:	2024-C5-V2-AP rev 1 .docx	Issue n°:	6 (I)	Page n°:	1 of 3

	10.00		Engineering <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Workshop</li> </ul>	Zoom/MS Team/WA	
	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>	Zoom/MS Team/WA	
	17.00		End of audit Day-2		
Day-3	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"> <li>• Woodline and C-PRO</li> </ul>	Zoom/MS Team/WA	
	12.00		Break Time		
	13.00		Function: QMS Leader / Management Representative Management Review : Input: <ul style="list-style-type: none"> <li>- Changes on internal &amp; external issues</li> <li>- Performance &amp; effectiveness of QMS [customer satisfaction feedback, quality objectives achievement, process/product performance, nonconformity &amp; corrective action, monitoring &amp; measurement results, audit results, performance of external provider,</li> <li>- Adequacy of resources</li> <li>- Effectiveness of action to address risk</li> <li>- Opportunity for improvement</li> <li>- Review Certification mark</li> </ul> Output: Decision for: <ul style="list-style-type: none"> <li>- Opportunity for improvement</li> <li>- Needs for changes of QMS</li> <li>- Resources needs</li> </ul>	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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Document:	2024-C5-V2-AP rev 1 .docx	Issue n°:	6 (I)	Page n°:	3 of 3