

**PT. CHITOSE INTERNASIONAL Tbk**  
**ASSESSMENT ITINERARY AUDIT**  
**ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018**

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Rev.0

**SCOPE :**

Site 1 : Manufacture of Metal Chair, Wooden Furniture, Healthy Mattress C-Pro & Hospital Bed, including related Accessories  
 Site 2: Showroom, Marketing and Distribution of Metal Chair, Wooden Furniture, Healthy Mattress C-Pro & Hospital Bed, including related Accessories

**ADDRESS :**

Site 1: Jl. Industri III No. 5 RT.001 RW.008, Kelurahan Utama, Kecamatan Cimahi Selatan, Cimahi 40533 Jawa Barat Indonesia  
 Site 2 ( Showroom, Marketing & Distribution Center) : Jl. HMS Mintareja Baros RT 03, RW 06 Kelurahan Baros, Kecamatan Cimahi Tengah Cimahi 40521 Jawa Barat Indonesia

Contact Person : Mr. Agung Triwahyu (email: agung@chitose-indonesia.com) hp:0838-2015-0437



**Tuesday, 25 July 2023**

Time	Activities Team A	Activities Team B - Concern to ISO 14001 & ISO 45001
09.00 – 09.30 hrs	<b>Opening with Management and Staff in Showroom, Marketing and Distribution Center</b>	
09.30 – 11.30 hrs	<b>Sales &amp; Marketing</b> - (Order handling Medical and Non-Medical ; Customer Satisfaction ; Customer Handling ; Customer Complaint Handling; Export ; Import ; Recall Product : Return Product; Risk & Opportunity Assessment ; etc)	<b>Site Tour &amp; Operational Control</b> : Office Area ; Distribution Center / Warehouse Finished Good ; Temporary Waste Disposal; Outdoor Area; etc.  <b>Hazard Identification and Environment Aspect, incl. Risk &amp; Opportunity</b>
11.30 – 12.30 hrs	Break / Lunch	
12.30 – 16.00 hrs	<b>Distribution Center / Warehouse F/G</b> – (Site Tour; Storage ; Inventory ; Outgoing ; Evaluation Performance Supplier Transportation ; Risk & Opportunity Assessment ; etc)	<b>HSE Objective and Program, incl. Planning and Action</b>  <b>Monitoring &amp; Measurement; SIO / Operating License ; HSE Inspection ; Emergency Preparedness and Response &amp; Compliance Obligation / HSE Requirement</b>
16.00	<b>Summary Day -1</b>	

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**Wednesday, 26 July 2023**

<b>Time</b>	<b>Activities Team A – Concern ton ISO 9001</b>	<b>Activities Team B - Concern to ISO 14001 &amp; ISO 45001</b>
09.00 – 09.30 hrs	<b>Opening with Management and Staff in Manufacture</b>	
09.30 – 11.30 hrs	<b>PPIC</b> - (Production and Material Planning Control; Raw Material Warehouse ; etc)  <b>Production Non Medical</b> – Production Control ; Competence ; etc.	<b>Factory Tour &amp; Operational Control</b> : Office Area ; Production Area ; QC Area ; Engineering Area ; Warehouse Raw Material including Chemical Storage ; Temporary Waste Disposal ; Outdoor Area including Utility  <b>Hazard Identification and Environment Aspect, incl. Risk &amp; Opportunity</b>
11.30 – 12.30 hrs	Break / Lunch	
12.30 – 16.00 hrs	<b>Production Medical</b> – production control ; competence; etc  <b>Purchasing</b> – (PO handling; Selection and Evaluation Supplier ; HSE Requirement)  <b>Manufacture System Development</b>	<b>HSE Objective and Program, incl. Planning and Action</b>  <b>SIO/Operating License ; HSE Inspection ; Emergency Preparedness and Response &amp; Compliance Obligation</b>

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16.00	<b>Summary Day -2</b>
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**Thursday, 27 July 2023**

Time	Activities Team A – Concern ton ISO 9001	Activities Team B - Concern to ISO 14001 & ISO 45001
09.00 – 11.30 hrs	<p><b>QC</b> – Incoming Inspection ; In-Process Inspection ; Outgoing ; Calibration ; Customer Complaint ; NC Product Handling; etc.</p> <p><b>R&amp;D</b> – Planning Development; etc.</p> <p><b>Engineering</b> – Correction ; Preventive Maintenance ; Historical Maintenance ; Spare part ; etc.</p>	<p><b>Waste Handling (hazardous &amp; non-hazardous)</b> – license of hazardous waste transporter &amp; processor, hazardous waste manifest, waste balance (neraca limbah), reporting to authority</p> <p><b>Monitoring, Measurements and Analysis</b> – UKL-UPL reporting, OH&amp;S Committee (P2K3) reporting ; Work Environmental Monitoring, Medical Check Up; etc.</p>
11.30 – 12.30 hrs	Break / Lunch	

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12.30 – 15.00 hrs	<p><b>HRGA</b> – Structure Organization and Responsibility, Training, Awareness, Induction, Competence; Infrastructure ; etc.</p> <p><b>Information Technology</b> – Correction ; Preventive Maintenance ; etc.</p>	<p><b>Corrective Action – Incident ; Accident and Near miss Report</b></p> <p><b>QHSE Management Representative</b> – Context Organization ; Policy ; Communication ; Internal Audit ; Management Review ; Corrective Action ; Improvement ; etc.</p>
15.00 – 16.00	<b>Reporting and Closing Meeting</b>	

**Note:**

*The above itinerary serves as general guideline. Changes in sequence and duration for each area may change depending on situation during audit.*