

PT. CHITOSE INTERNASIONAL Tbk
SURVEILLANCE 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 Leuwigajah, 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 : Mrs. Siti Nur Aisyah (email: siti.mt@chitose.id) & Mrs. Maudina (email: maudina@chitose.id)

Tuesday, 9 July 2024

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

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Wednesday, 10 July 2024

Time	Activities Team A – Concern ton ISO 9001	Activities Team B - Concern to ISO 14001 & ISO 45001
09.00 – 09.30 hrs	Opening with Management and Staff in Manufacture	
09.30 – 11.30 hrs	<p>PPIC - (Production and Material Planning Control; Raw Material Warehouse ; etc)</p> <p>Production Non Medical – Production Control ; Competence ; etc.</p>	<p>Factory Tour & Operational Control : Office Area ; Production Area ; QC Area ; Engineering Area ; Warehouse Raw Material including Chemical Storage ; Temporary Waste Disposal ; Outdoor Area including Utility</p> <p>Hazard Identification and Environment Aspect, incl. Risk & Opportunity</p>
11.30 – 12.30 hrs	Break / Lunch	
12.30 – 16.00 hrs	<p>Production Medical – production control ; competence; etc</p> <p>Purchasing – (PO handling; Selection and Evaluation Supplier ; HSE Requirement)</p> <p>Manufacture System Development</p>	<p>HSE Objective and Program, incl. Planning and Action</p> <p>SIO/Operating License ; HSE Inspection ; Emergency Preparedness and Response & Compliance Obligation</p>
16.00	Summary Day -2	

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Thursday, 11 July 2024

Time	Activities Team A – Concern ton ISO 9001	Activities Team B - Concern to ISO 14001 & ISO 45001
09.00 – 11.30 hrs	<p>QC – Incoming Inspection ; In-Process Inspection ; Outgoing ; Calibration ; Customer Complaint ; NC Product Handling; etc.</p> <p>R&D – Planning Development; etc.</p> <p>Engineering – Correction ; Preventive Maintenance ; Historical Maintenance ; Spare part ; etc.</p>	<p>Waste Handling (hazardous & non-hazardous) – license of hazardous waste transporter & processor, hazardous waste manifest, waste balance (neraca limbah), reporting to authority</p> <p>Monitoring, Measurements and Analysis – UKL-UPL reporting, OH&S Committee (P2K3) reporting ; Work Environmental Monitoring, Medical Check Up; etc.</p>
11.30 – 12.30 hrs	Break / Lunch	
12.30 – 15.00 hrs	<p>HRGA – Structure Organization and Responsibility, Training, Awareness, Induction, Competence; Infrastructure ; etc.</p> <p>Information Technology – Correction ; Preventive Maintenance ; etc.</p>	<p>Corrective Action – Incident ; Accident and Near miss Report</p> <p>QHSE Management Representative – Context Organization ; Policy ; Communication ; Internal Audit ; Management Review ; Corrective Action ; Improvement ; etc.</p>
15.00 – 16.00	Reporting and Closing Meeting	

Note:

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