**KODE DOKUMEN D4**

**FORMAT ACARA RAPAT PELAKSANAAN AUDIT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AUDIT INTERNAL MANAJEMEN (AIMA) TK** | | | | | |
| **Rapat Pelaksana Audit** | | | | **Kode Dokumen: D4** | |
| **WAKTU** | **Fungsi yang Diaudit** | | | | |
| Hari/Tanggal: ………… | | | | | |
| Jam ….. | Rapat Pembukaan | | | | |
| Jam ….. | Sasaran: | | | | |
| Jam …… | **Bagian** | **Dokumen/**  **Klausul** | **Auditor** | | **Keterangan** |
|  |  |  |  | |  |
| ……………., …………  Disetujui, Dibuat,  …………………… …………………………. | | | | | |

**KOP SURAT**

**NOTULEN RAPAT**

HARI/TGL : …………………..

JAM : ………………….

TEMPAT : ………………….

ACARA : ………………….

|  |  |  |
| --- | --- | --- |
| **No.** | **Agenda** | **Pelaksana** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| **7.** |  |  |
| **8.** |  |  |
| **9.** |  |  |
| **10.** |  |  |

……………………, ……….

Mengetahui, Penanggungjawab , Notula,

…………….. ……………………. ………………

**KOP SURAT**

**DAFTAR HADIR PESERTA RAPAT**

HARI/TGL : …………………..

JAM : ………………….

TEMPAT : ………………….

ACARA : ………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Nama** | **Bagian/Jabatan** | **Tanda Tangan** | |
| 1 |  |  | 1. |  |
| 2 |  |  |  | 2. |
| 3 |  |  | 3. |  |
| 4 |  |  |  | 4. |
| 5 |  |  | 5. |  |
| 6 |  |  |  | 6. |
| 7 |  |  | 6. |  |
| 8 |  |  |  | 8. |
| 9 |  |  | 7. |  |
| 10 |  |  |  | 10. |

Pimpinan Rapat,

……………….