|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No. Organisasi** | **Jenis Audit** | | | | | | | **No. Audit** | | |
|  | ${baru} | | | ${pembaruan} | | ${perubahan} | |  | | |
|  | | | | | | | | |  |
| Nama Organisasi | : ${nama\_organisasi} | | | | | | | |  |
| Alamat | : ${alamat} | | | | | | | |  |
| Tanggal Audit | : ${tgl\_audit} | | | | | | | |  |
| Tujuan Audit | : ${tujuan\_audit} | | | | | | | |  |
| Standar | : ${standar} | | | | | | | |  |
| Lingkup Audit | : ${lingkup\_audit} | | | | | | | |  |
| Lokasi Audit | 1. ${lokasi\_audit1} | | | | | | | |  |
|  | 1. ${lokasi\_audit2} | | | | | | | |  |
| Tim Audit | 1. ${tim\_audit1} (XX) | | | | *(KTA/Auditor/Observer/TA/PPC)\** | | | |  |
|  | 1. ${tim\_audit2} (YY) | | | | *(KTA/Auditor/Observer/TA/PPC)\** | | | |  |
|  | 1. ${tim\_audit3} (ZZ) | | | | *(KTA/Auditor/Observer/TA/PPC)\** | | | |  |
|  | | | | | | | | |  |
| Dokumen | * Manual * Prosedur * Instruksi Kerja * Rekamanan | | | | | | | |  |
| Fasilitas | * Ruangan untuk *opening & closing meeting* & pembuatan laporan * Personil terkait * Fasilitas lainnya | | | | | | | |  |
| Distribusi Laporan | 1. Pelaku Usaha 2. BPJPH 3. MUI 4. Tim Audit (copy) | | | | | | | |  |
|  | | | | | | | | |  |
| Ketua Tim Audit | | | | | | | | |
| ……...…………………………… | |  | …………….…………………… | |  | | ……….…………………………… | |
| *(nama)* | |  | *(tanda tangan)* | |  | | *(tanggal)* | |

**Rincian Rencana Audit**

**(Audit Tahap II)**

|  |  |  |
| --- | --- | --- |
| **Tanggal/Waktu** | **Fungsi/ Area / Departmen /Aktivitas** | **Personil** |
| ***${tgl\_waktu}***  *${detail\_waktu}* | ***${judul\_kegiatan}***  *${detail\_kegiatan}* | *${personil}* |