|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No. Organisasi** | **Jenis Audit** | | | | | | | **No. Audit** | | |
|  | ${baru} | | | ${pembaruan} | | ${perubahan} | |  | | |
|  | | | | | | | | |  |
| Nama Organisasi | : ${nama\_organisasi} | | | | | | | |  |
| Alamat | : ${alamat} | | | | | | | |  |
| Tanggal Audit | : ${tgl\_audit} | | | | | | | |  |
| Tujuan Audit | : ………………………….………….……………………………………………… | | | | | | | |  |
| Standar | : …………………………………………..………………………………………… | | | | | | | |  |
| Lingkup Audit | : …………………………………………..………………………………………… | | | | | | | |  |
| Lokasi Audit | 1. ……………………………………………..………………………………… | | | | | | | |  |
|  | 1. ……………………………………………..………………………………… | | | | | | | |  |
| Tim Audit | 1. ………………………………(XX) | | | | *(KTA/Auditor/Observer/TA/PPC)\** | | | |  |
|  | 1. ………………………………(YY) | | | | *(KTA/Auditor/Observer/TA/PPC)\** | | | |  |
|  | 1. ………………………………(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 I)**

|  |  |  |
| --- | --- | --- |
| **Tanggal/Waktu** | **Fungsi/ Area / Departmen /Aktivitas** | **Personil** |
| *Contoh:*  ***Senin, 27/11/20***  *08.00 – 12.00* | *Contoh:*  ***Verifikasi dokumen****:*   * *Dokumen legal dan dokumen bahan* * *dll.* | *Contoh:*  *Auditor (XX)* |
| *12.00 – 13.00* | ***Ishoma*** | *All* |
| *13.00 – 16.00* | ***Verifikasi dokumen****:*   * *Dokumen alat dan proses* * *dll.* * *Penulisan laporan* | *Auditor (YY)* |
| **16.00** | **Audit Selesai** |  |

**Rincian Rencana Audit**

**(Audit Tahap II)**

|  |  |  |
| --- | --- | --- |
| **Tanggal/Waktu** | **Fungsi/ Area / Departmen /Aktivitas** | **Personil** |
| **Hari I** | | |
| *Contoh:*  ***Senin, 30/11/20***  *08.30 – 09.00* | *Contoh:*  ***Opening Meeting:***   * *pembukaan* * *tujuan/ruang lingkup/ metode* * *dll.* | *Contoh:*  *All* |
| *09.00 – 10.30* | ***Tim Manajemen Halal:***   * *Veriifikasi Manual, Prosedur, Instruksi Kerja, Rekaman* * *dll.* | *Auditor (XX) dan Auditor (YY)* |
| *10.30 – 12.00* | ***Verifikasi Bahan***   * *Perencanaan pembelian* * *Pemeriksaan bahan datang (dokumen dan fisik)* * *Pemeriksaan penyimpanan (tempat, alat, cara, dokumen, personil, dll)* * *Pemeriksaan pengambilan (cara, alat, personil, dokumen, dll)*   ***dll.*** | *Auditor (XX)* |
| ***Verifikasi Alat dan Proses***   * *Pemeriksaan prosedur proses produksi* * *Pemeriksaan alat produksi dan penunjang produksi* * *Penyaksian produksi* * *Pengemasan dan penyimpanan*   ***dll.*** | *Auditor (YY)* |
| *12.00 – 13.00* | ***Ishoma*** | *All* |
| *13.00 – 16.00* | *………………………………………………………………………* | *Auditor (XX/YY)* |
| **16.00** | **Selesai audit hari I** |  |
| **Hari II** | | |
| ***Selasa, 1/12/20*** |  |  |
| *08.30 – 10.00* | *………………………………………………………………………* | *Auditor (XX)* |
| *………………………………………………………………………* | *Auditor (YY)* |
| *dst.* |  |  |
| *15.00 – 16.00* | ***Closing Meeting*** | *All* |
| ***16.00*** | **Audit selesai** |  |