

Audit Plan



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Client: PT. HAGE PRIMADI KONSTRUKSI

If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved

Location(s) / Production facility (facilities): Ruko Grand Pasar Minggu, Jl. Raya Pasar Minggu No. 88i Lt. 3
RT. 013/RW. 005, Pasar Minggu, Jakarta Selatan, DKI Jakarta 12520 - Indonesia

Scope of application: Constructions in Mechanical and Electrical, Civil Works and Structure Construction, including Procurement of Goods and Services

Applicable standard(s): OHSAS 18001:2007

Type of audit: 1st Surveillance Audit

Auditee representative: Mr. Hero Ganida (Director)

Manual publication date: OH&S Manual

Audit language(s): Indonesia

Audit leader: Iskandar (IS)

☒ external, company:

Environmental verifier:

☐ external, company:

Auditor(s):

☐ external, company:

Expert(s):

☐ external, company:

City, date audit plan preparation:

A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit. During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

Date / Time (1)	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
Day One, 10 December 2018				
09:00	Opening Meeting	IS	Director, Managers, All related PIC	introduction to company, explanation of processes & procedures, fine-tuning of audit plan
09:30	Top Management	IS	Director, Management Representative	OHSAS 18001:2007 4.3.1, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.5.1, 4.5.3, 4.5.5, 4.6
10:30	Management Proses and Document Review	IS	Management Representative	verification of corrective action from previous audit and changes in the OH&S system, verification use of logo and certificate OHSAS 18001:2007 4.3.1, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7, 4.5.1, 4.5.2, 4.5.3, 4.5.4, 4.5.5, 4.6
12:00	Break			

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Date / Time (1)	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Standard Chapter
13:00	Division of Civil and Mechanical	IS	Manager and Staff	OHSAS 18001:2007 4.3.1, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7, 4.5.1, 4.5.2, 4.5.3, 4.5.4
15:00	HRD	IS	Manager and staff	OHSAS 18001:2007 4.3.1, 4.3.3, 4.4.2, 4.5.1, 4.5.3.4
17:00	Review the day finding	IS	Auditor and All Auditee	
18:00	End of 1 st day	IS	Auditor and All Auditee	

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(established by the client)

Distribution for the audit plan:



Client



Certification Body (Bodies)



Auditor/Expert



File/Database