



ITCC INTERNATIONAL

ISO ASSESSMENT AND CERTIFICATION

Setyajaya Building 1st Floor – 2, Jl. Raya Padjajaran No. 23

Bogor, Jawa Barat 16143 – Indonesia

Telp. (0251) 8327503, Fax (0251) 8327503

E-mail : info@itccinternational.org

Website : www.itccinternational.org



Client	: PT. ADINDA INTRA SARANA		
Location	: Jl. Lebak Bulus Raya I No. 71, Kelurahan Lebak Bulus, Kecamatan Cilandak, Jakarta Selatan, DKI Jakarta 12440 - Indonesia		
Standard(s)	<input type="checkbox"/> ISO 9001: 2015	<input type="checkbox"/> ISO 14001: 2015	<input type="checkbox"/> OHSAS 18001 : 2007
	<input checked="" type="checkbox"/> ISO 22000 : 2005	<input type="checkbox"/> ISO 27001: 2013	
Type of Audit:	<input type="checkbox"/> Initial Audit <input type="checkbox"/> Re-Certification <input checked="" type="checkbox"/> 1st Surveillance <input type="checkbox"/> Transfer Audit <input type="checkbox"/> 2nd Surveillance		
Audit Date(s)	: 20 November 2019		
Auditee Representative	: Narindra Kukila Sugondo (Director)		
Scope of Application	: Catering Services & Restaurant		

Lead Auditor	: Iskandar (IS)		
	<input checked="" type="checkbox"/> External Company	<input type="checkbox"/> Internal Company	
Auditor	: -		
	<input type="checkbox"/> External Company	<input type="checkbox"/> Internal Company	

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	Organizational Unit and Processes	Interviewee	Auditor	Standard Chapter
Wednesday, 20 November 2019				
09.00 – 09.30	Opening Meeting <ul style="list-style-type: none"> Introduction of the participants Introduction of the company (app. 10 min) Audit plan (updated advices, se-curity advices, 	Auditor & All Auditee	IS	



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	audit proceeding, spesial features)			
09.30 – 10.30	Top Management <ul style="list-style-type: none"> Quality Policy Vision and Mission Quality Objective Management review Resources 	Director, Management Representative	IS	ISO 22000:2005 4.1; 5.1; 5.2; 5.3; 5.4; 5.5; 5.6; 5.7; 5.8; 8.5;
10.30 -10.00	Management Representative / Food Safety Leader: <ul style="list-style-type: none"> Quality policy Internal External issue Interested parties Leadership Risk based identification Quality target & program Documented information Organization, responsibility & authority Internal auditManagement review Continual improvement 	Management Representative	IS	22000:2005 4.1; 4.2; 5.6; 5.7; 5.8; 7.1; 7.2; 7.3; 7.4; 7.5; 7.6; 7.7; 7.8; 7.9; 7.10; 8.1; 8.2; 8.3; 8.4; 8.5;
12.00-13.00	Break			
13.00 – 14.30	HRD & GA <ul style="list-style-type: none"> Personnel/Competency Training and Recruitment General Affairs (Infrastructure & Work Environment) 	Head & Staff	IS	22000:2005 6.1; 6.2; 6.3; 6.4;
14.30-16.00	Operational	Head Operational & Staff	IS	22000:2005 4.2.3; 5.6; 6.2; 6.3; 6.4; 7.2; 7.3; 7.4; 7.5; 7.6; 7.7; 7.8; 7.9; 7.10; 8.1; 8.2; 8.3; 8.5;
16.00-17.00	Review of Findings			
17.00-18.00	Auditor Team Review, Closing Meeting	Auditor & All Auditee	IS	



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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