



*When
Recognition
Matters*

AUDIT PLAN

Stage 2 Audit Plan

Organisation:	PT. INLINE FLOW SPECIALTY
Address:	Kawasan Puri Industrial Park 2000 D-03, Batam Center, Batam, Kepulauan Riau 29461
Client ID:	
Auditee representative:	AFRIZAL USMAN
Standard (s) audited:	OHSAS 18001:2007
Lead auditor:	Datunabolon (Datuk)
Other team member (s):	Iskandar (IS)
Date(s) of audit	1-2 November 2018

1. Audit Plan

Date: 1-Nov-2018			
Time	Auditor	Area / Process	Key Contact
08.30	DT-IS	Opening Meeting	All
09.00	DT-IS	Top Management	Top Management
09.30	DT	Management Representative HSE	MR-HSE
09.30	IS	Sales & Marketing	Dept. Head
10.30	DT	Quality Department	Dept. Head
10.30	IS	Production Department	Dept. Head
12.00		Break	
13.00	IS	Continue - Production Department (Filter, Cutting, Welding, Store)	Dept. Head/ Supervisor
13.00	DT	Supplier/ Subcontractor /Purchasing	Dept. Head
14.30	DT	HRD Department	Dept. Head
16.00	DT-IS	Summary Audit-Day-1	Auditor & MR
Date: 2-Nov-2018			
08.30	DT	Project	Dept. Head
08.30	IS	Engineering Department	Dept. Head
10.00	DT-IS	Audit Report Preparation	Auditor
11.00	DT-IS	Closing Meeting	All

2. Notes

- Times are approximate and PECB auditors reserve the right to change or add to the elements listed before or during the audit as needed.