



**INSTITUTE FOR INDUSTRIAL CERTIFICATION**  
 AGENCY FOR INDUSTRIAL POLICY BUSINESS CLIMATE AND QUALITY ASSESSMENT  
 MINISTRY OF INDUSTRY R.I.

**AUDIT PLAN**

<b>ID</b>	: 2278.A.1
<b>Company Name</b>	: <b>APOLLO FOOD INDUSTRIES (M) SDN.BHD</b>
<b>Office Address</b>	: No. 70, Jalan Langkasuka, Larkin Industrial Area, 80350, Johor Bahru, Johor, West Malaysia, Malaysia
<b>Factory Address</b>	: No. 70, Jalan Langkasuka, Larkin Industrial Area, 80350, Johor Bahru, Johor, West Malaysia, Malaysia
<b>Certification Scheme Code No.</b>	: Biscuits
<b>Standard Number and Title</b>	: SNI 2973:2011 Biscuits
<b>Brand</b>	: <b>APOLLO</b>
<b>Product Types</b>	: Wafer
<b>Regulation</b>	: <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Voluntary
<b>Quality Management System</b>	: <input type="checkbox"/> SNI ISO 22000:2005 Certificate <input type="checkbox"/> SNI ISO 22000:2005 Non Certificate <input type="checkbox"/> Others
<b>QMS Certificate Issuer</b>	:
<b>QMS Certificate Logo</b>	: <input type="checkbox"/> KAN <input type="checkbox"/> IAF <input type="checkbox"/> Not All
<b>QMS Validity Period</b>	:

<b>Audit Stage</b>	: <input type="checkbox"/> New <input type="checkbox"/> Re-certification <input checked="" type="checkbox"/> Surveillance Number - 2 <input type="checkbox"/> Product Extension <input type="checkbox"/> Brand Extension <input type="checkbox"/> Type Extension <input type="checkbox"/> Others :
<b>Audit Date</b>	: June 24 – 26, 2019
<b>Auditors Team, Expert (Product, Test) &amp; Sampling Officer (SO)</b>	: Mrs. Mahmudah R. (Ida) - Team Leader Mr. Wahyu Wibowo (WW) - Team Member (Auditor - Food Safety Management System) Mr. Egy Henri Yulianto (Egy) - PPC

TIME	AREA	ELEMENT	Auditor/SO
<b>June 23, 2019 Departure from Jakarta to Johor</b>			
<b>June 24, 2019 (Day 1)</b>			
09.00 - 09.30	All Departments	Opening Meeting	All Team
09.30 - 12.00	Site Tour: (Production, Warehouse, Laboratory)	<b>Production and GMP</b> Included Housekeeping & Hygiene  <b>Staff Facilities Visit:</b> <ul style="list-style-type: none"> <li>fittings of changing room, washing facilities</li> <li>rules for clothing</li> <li>personal hygiene rules</li> </ul> <b>Site Tour to Assess:</b> <ul style="list-style-type: none"> <li>Flow charts</li> </ul>	Ida, WW



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		<ul style="list-style-type: none"> <li>• <i>Facilities (building fabric)</i></li> <li>• <i>Utilities (water, ice, air...), Preventive maintenance</i></li> <li>• <i>Respect of area/zone protocols: reception storage, manufacturing, packaging, finished products storage, samples room...</i></li> <li>• <i>Product manufacturing (including respect of procedures, process quality controls, quantity control...)</i></li> <li>• <i>Risks management (including microbiological, chemical and physical product contamination control and equipment)</i></li> <li>• <i>Storage areas management (packaging, chemicals...)</i></li> <li>• <i>Cleaning areas</i></li> <li>• <i>Personnel hygiene during production</i></li> <li>• <i>Equipment hygiene</i></li> <li>• <i>Product contamination control (glass, brittle plastic, ceramics and similar materials)</i></li> <li>• <i>Products packed into glass or other brittle containers</i></li> <li>• <i>Metal control</i></li> <li>• <i>Wood control</i></li> <li>• <i>Filters and sieves, magnets, optical sorting equipment</i></li> <li>• <i>Chemicals control</i></li> <li>• <i>Security system of site</i></li> </ul>	
09.30 - 12.00	<b>Sampling</b>	Sampling Preparation	<b>Egy</b>
12.00 - 13.00	<b>Lunch Break</b>		
13.00 -15.00	<b>Top Management / Food Safety Team Leader</b>	<b>Management Responsibility</b> <ul style="list-style-type: none"> <li>• <i>Management commitment (5.1)</i></li> <li>• <i>Food Safety Policy (5.2)</i></li> <li>• <i>Food Safety Management System Planning (5.3)</i></li> <li>• <i>Responsibility and Authority (5.4)</i></li> <li>• <i>Food Safety Team Leader (5.5)</i></li> <li>• <i>Communication (5.6)</i></li> <li>• <i>Management Review (5.8)</i></li> <li>• <i>Emergency Preparedness and Response (5.7)</i></li> </ul>	<b>WW</b>



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TIME	AREA	ELEMENT	Auditor/SO
	<b>Document Controller</b>	<b>Documentation Requirements</b> <ul style="list-style-type: none"> <li>Documented information &amp; Food safety manual (4.2.1)</li> <li>Control of document (4.2.2)</li> <li>Control of Record (4.2.3)</li> </ul>	<b>Ida</b>
15.00 – 17.00	<b>Human Resource &amp; General Affair</b>	<ul style="list-style-type: none"> <li>Competencies of personnel (6.2.2)</li> <li>Training (6.2.2)</li> <li>Awareness (6.2.2)</li> <li>Medical Screening (7.2.3)</li> <li>Environmental Monitoring (6.4)</li> </ul>	<b>Ida</b>
	<b>Maintenance</b>	<b>Maintenance and Equipment</b> <ul style="list-style-type: none"> <li>Maintenance program (6.3)</li> <li>Records of maintenance interventions (6.3)</li> <li>Repair &amp; Hygiene Clearance Procedures (6.3)</li> <li>Calibration of Measuring Equipment (8.3)</li> </ul>	<b>WW</b>
	<b>Sampling</b>	<b>Samples Taking</b>	<b>Egy</b>
<b>June 25, 2019 (Day 2)</b>			
09.00 – 12.00	<b>Food Safety Team Leader/ Food Safety Team</b>	<b>Prerequisite programs (7.2)</b> <ul style="list-style-type: none"> <li>Establishment: Design &amp; Facility</li> <li>Control of operation</li> <li>Establishment: Maintenance &amp; Sanitation</li> <li>Pest Control</li> <li>Establishment: Personal hygiene</li> <li>Transportation</li> <li>Product information &amp; customer awareness</li> <li>Management of Allergen</li> <li>Training</li> </ul>	<b>WW</b>
	<b>HACCP Team (Production; Laboratory QC &amp; RND)</b>	<b>HACCP</b> <ul style="list-style-type: none"> <li>Food Safety Team (7.3.2)</li> <li>Product Characteristic – Raw material, ingredients &amp; product-contact material; Characteristic of end products (7.3.3)</li> <li>Intended use (7.3.4)</li> <li>Flow diagram, process step &amp; control measures (7.3.5)</li> <li>Hazard Analysis (7.4)</li> <li>Establishing the OPRPs (7.5)</li> </ul>	<b>WW</b>



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		<ul style="list-style-type: none"> <li>Establishing the HACCP Plan (7.6)</li> <li>Update Preliminary information &amp; documents specifying PRPs and HACCP Plan (7.7)</li> <li>Verification Planning (7.8)</li> <li><b>Validation of control measure combinations</b></li> <li><b>Control of monitoring and measuring (8)</b></li> </ul>	
12.00 - 13.00	<b>Lunch Break</b>		
13.00 – 14.30	<b>Production Process Preparation</b>	<ul style="list-style-type: none"> <li>Production Planning &amp; Preparation (Clearance, Cleaning sanitation, etc)</li> <li>Personal hygiene implementation</li> <li>Monitoring of control measures</li> <li><b>SNI Certification Scheme</b></li> </ul>	<b>Ida</b>
	<b>Laboratory/QA</b>	<b>Control of Monitoring &amp; Measuring (8.3)</b> <ul style="list-style-type: none"> <li>Monitoring of incoming Material (Raw material, Supporting material, Packaging material)</li> <li>Monitoring of process (Control measure, OPRP, CCP)</li> <li>Calibration of measuring equipment</li> <li><b>Handling of potentially unsafe product (7.10.3)</b></li> </ul>	<b>Wahyu</b>
14.30 – 17.00	<b>Purchasing</b>	<b>Supplier Management, Procurement/Supplier Approval and Management of Outsourced Services (5.6.1 &amp; 7.2.3)</b> <ul style="list-style-type: none"> <li>Management of suppliers (raw materials and packaging)</li> <li>Raw material and packaging acceptance and monitoring procedures</li> <li>Management of suppliers of services</li> <li>Management of outsourced processing</li> </ul>	<b>Ida</b>
	<b>Internal Audit Team</b>	<b>Internal Audit (8.4.1)</b> <ul style="list-style-type: none"> <li>Internal Audit Program</li> <li>Internal Audit Team</li> <li>Internal audit report</li> <li>Corrective Action &amp; Audit Verification</li> </ul>	<b>Ida</b>



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TIME	AREA	ELEMENT	Auditor/SO
<b>June 26, 2019 (Day 3)</b>			
09.00 - 12.00	<b>Warehouse (Raw Material, Packaging &amp; Finish Goods)</b>	<b>Dispatch and Transport (7.2.3)</b> <ul style="list-style-type: none"> <li>Material &amp; Product rotation (FIFO/FEFO)</li> <li>Material &amp; Product Handling</li> <li>Specifications for transport and dispatch</li> <li>Procedures and Records</li> </ul> <b>Product Withdrawal and Product Recall</b> <ul style="list-style-type: none"> <li>Traceability exercise (7.9) and recall testing (7.10.4)</li> <li>Provenance, assured status, product authenticity and claims of identity preserved materials management/chain of custody (7.10)</li> <li>Control of Nonconformity (7.10)</li> </ul>	<b>WW</b>
	<b>Internal Audit Team (Continued)</b>	<b>Internal Audit (8.4.1)</b> <ul style="list-style-type: none"> <li>Internal Audit Program</li> <li>Internal Audit Team</li> <li>Internal audit report</li> <li>Corrective Action &amp; Audit Verification</li> </ul>	<b>Ida</b>
12.00 - 13.00	<b>Lunch Break</b>		
13.00 - 14.00	-	Report Writing	<b>All Team</b>
14.00 - 15.00	<b>All Managements and All Departments</b>	Closing Meeting	<b>All Team</b>

**Note:**

Scheduled can be modified as necessary according to company needs

Jakarta, June 19, 2019

Team Leader

Mahmudah Rahmatunnisa