



Formulir Audit Plan

ID. Dokumen	F-9.2.1.2
Revisi	00
Tanggal Efektif	15 Oktober 2019
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Nama organisasi : PT. INDO KIMIA ABADI
 Nama Pimpinan : RYANTODY TAN
 Alamat : Jl. Millenium 11 B F6 No.05-06, Kawasan Millenium
 Desa Peusar, Kec. Ponangan, Kab. Tangerang

Audit Team :
 1. Adhi Maryaadhi PS (AM) (Lead Auditor /Auditor)
 2. Asep Aan (AA) (Auditor)

Telp : 021-29007072
 Email : 021-29006921

Standard :
 Sistem Manajemen : ISO 9001:2015
 Operasional : --
 Audit Language : Indonesia

Hari/Tanggal	Waktu	Area/Department/Proses/Fungsi	Auditor	Auditee	Keterangan
Kamis / 20 Oktober 2022	08.45	Tiba di PT.Indo Kimia Abadi	Tim		The elements of ISO 9001:2015
	09.00 – 09.30	Opening meeting	Lead Auditor	Director and All Managers	
	09.30 – 11.00	<u>Top Management dan Management Representatif:</u> Klausul : 4.1; 4.2; 4.3; 4.4; 5.1.1; 5.1.2; 5.2.1; 5.2.2; 5.3; 6.1; 6.2; 6.3; 7.4; 7.5.1; 7.5.2; 7.5.3; 8.7.2; 9.2; 9.3; 10.2; 10.3;	AM	Top Management / Management Representative	Auditee : Diaz & Gita
	09.30 – 11.00	<u>HRGA</u> 6.1, 6.2, 7.1.2; 7.1.3; 7.1.4; 7.1.5, 7.1.6; 7.2, 7.3, 7.4, 7.5.1; 7.5.2; 7.5.3	AA	HRGA Supervisor	Yely & Gita
	11.00 – 12.00	<u>Warehouse and Delivery</u> 6.1, 6.2; 7.1.3; 7.1.4; 7.1.5; 7.1.5.2; 7.5.1; 7.5.2; 7.5.3; 7.5.1; 7.5.2; 7.5.3;; 8.1; 8.3; 8.5.2; 8.5.3; 8.5.4; 8.7; 8.7.2; 10.2;	AA	Warehouse Supervisor	Mita



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Hari/Tanggal	Waktu	Area/Department/Proses/Fungsi	Auditor	Auditee	Keterangan
Kamis / 20 Oktober 2022	11.00 – 12.00	<u>Production</u> 6.1, 6.2, 7.5, 8.1, 8.2.2, 8.51, 8.5.2, 8.5.3, 8.5.6, , 8.6, 8.7, 10	AM	Production Manager	Hadi
	12.00 – 13.00	<u>ISHOMA</u>	-	-	-
	13.00 – 14.30	<u>Purchasing</u> 6.1, 6.2; 7.5.1; 7.5.2; 7.5.3; 8.4, 8.7	AA	Purchasing Supervisor	Gita
	13.00 – 14.30	<u>Sales & Marketing</u> 4.1; 4.2; 6.2; 7.5.1; 7.5.2; 7.5.3; 8.2.1; 8.2.2; 8.2.3; 8.2.3.2; 8.5.1; 8.5.4; 8.5.5; 8.6; 9.1.2; 9.1.3; 10.3;	AM	Sales/Marketing Manager	Diaz & Gita
Jumat / 21 Oktober 2022	09.15 – 11.30	<u>Production</u> 6.1, 6.2, 7.5, 8.1, 8.2.2, 8.51, 8.5.2, 8.5.3, 8.5.6, , 8.6, 8.7, 10	AM	Production Manager	Hadi
	09.15 – 11.30	<u>Quality Control & Peralatan Pengukuran</u> 6.1, 6.2, 7.1.5, 7.5, 8.2.2, 8.51, 8.5.2, 8.5.3, 8.5.5 8.5.6, 8.6, 8.7, 9.1.1, 10	AA	QC Manager	Hadi / Thalib
	11.30 – 13.30	<u>ISHOMA (Jumat)</u>	-	-	-
	13.30 – 14.30	<u>Persiapan pembuatan Laporan Audit</u>	Tim Auditor		
	14.30 – 16.00	Closing Meeting : 1. Penjelasan temuan/LKS/OBS/OFI dan diskusi dengan Team Auditor 2. Kesimpulan Ketua Tim dan Tanda-tanganan Laporan 3. Penyerahan Laporan Audit, LKS/OBS/OFI & Laporan (oleh Ketua Tim)	Lead Auditor	Director and All Managers	

Tangerang, 20 Oktober 2022

<p>Disiapkan Oleh, Lead Auditor</p> <p>Adhi Maryadhi PS</p>	<p>Disetujui Oleh, Management Representative</p> <p>Ryandiaz Tan</p>
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