



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

AUDIT PLAN

ID	: 2356.A.1
Company Name	: LEE BISCUITS (PTE) LTD.
Office Address	: No. 88, Jalan Kukup, Rimba Terjun, 82000 Pontian - Johor, Malaysia
Factory Address	: No. 88, Jalan Kukup, Rimba Terjun, 82000 Pontian - Johor, Malaysia
Certification Scheme Code No.	: Biscuits
Standard Number and Title	: SNI 2973:2011 Biscuits
Brand	: LEE
Product Types	: Biscuits; Crackers; Wafer
Regulation	: <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Voluntary
Quality Management System	: <input type="checkbox"/> SNI ISO 22000:2005 Certificate <input type="checkbox"/> SNI ISO 22000:2005 Non Certificate <input type="checkbox"/> Others
QMS Certificate Issuer	:
QMS Certificate Logo	: <input type="checkbox"/> KAN <input type="checkbox"/> IAF <input type="checkbox"/> Not All
QMS Validity Period	:

Audit Stage :	<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 :		
Audit Date :	June 27 – 30, 2019		
Auditors Team, Expert (Product, Test) & Sampling Officer (SO)	: 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
June 27, 2019 (Day 1)			
09.00 - 09.30	All Departments	Opening Meeting	All Team
09.30 - 12.00	Site Tour: (Production, Warehouse, Laboratory)	Production and GMP Included Housekeeping & Hygiene Staff Facilities Visit: <ul style="list-style-type: none"> fittings of changing room, washing facilities rules for clothing personal hygiene rules Site Tour to Assess: <ul style="list-style-type: none"> Flow charts Facilities (building fabric) Utilities (water, ice, air...), Preventive Maintenance 	Ida, WW



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TIME	AREA	ELEMENT	Auditor/SO
		<ul style="list-style-type: none"> • <i>Respect of area/zone protocols: reception storage, manufacturing, packaging, finished products storage, samples room...</i> • <i>Product manufacturing (including respect of procedures, process quality controls, quantity control...)</i> • <i>Risks management (including microbiological, chemical and physical product contamination control and equipment)</i> • <i>Storage areas management (packaging, chemicals...)</i> • <i>Cleaning areas</i> • <i>Personnel hygiene during production</i> • <i>Equipment hygiene</i> • <i>Product contamination control (glass, brittle plastic, ceramics and similar materials)</i> • <i>Products packed into glass or other brittle containers</i> • <i>Metal control</i> • <i>Wood control</i> • <i>Filters and sieves, magnets, optical sorting equipment</i> • <i>Chemicals control</i> • <i>Security system of site</i> 	
09.30 - 12.00	Sampling	Sampling Preparation	Egy
12.00 - 13.00	Lunch Break		
13.00 -15.00	Top Management / Food Safety Team Leader	Management Responsibility <ul style="list-style-type: none"> • <i>Management commitment (5.1)</i> • <i>Food Safety Policy (5.2)</i> • <i>Food Safety Management System Planning (5.3)</i> • <i>Responsibility and Authority (5.4)</i> • <i>Food Safety Team Leader (5.5)</i> • <i>Communication (5.6)</i> • <i>Management Review (5.8)</i> • <i>Emergency Preparedness and Response (5.7)</i> 	WW
	Document Controller	Documentation Requirements <ul style="list-style-type: none"> • <i>Documented information & Food safety manual (4.2.1)</i> 	Ida



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		<ul style="list-style-type: none"> Control of document (4.2.2) Control of Record (4.2.3) 	
15.00 – 17.00	Human Resource & General Affair	<ul style="list-style-type: none"> Competencies of personnel (6.2.2) Training (6.2.2) Awareness (6.2.2) Medical Screening (7.2.3) Environmental Monitoring (6.4) 	Ida
	Maintenance	Maintenance and Equipment <ul style="list-style-type: none"> Maintenance Program (6.3) Records of Maintenance Interventions (6.3) Repair & Hygiene Clearance Procedures (6.3) Calibration of Measuring Equipment (8.3) 	WW
	Sampling	<i>Samples Taking</i>	Egy
June 28, 2019 (Day 2)			
09.00 – 12.00	Food Safety Team Leader/ Food Safety Team	Prerequisite programs (7.2) <ul style="list-style-type: none"> Establishment: Design & Facility Control of operation Establishment: Maintenance & Sanitation Pest Control Establishment: Personal hygiene Transportation Product information & customer awareness Management of Allergen Training 	Ida
	HACCP Team (Production; Laboratory QC & RND)	HACCP <ul style="list-style-type: none"> Food Safety Team (7.3.2) Product Characteristic – Raw material, ingredients & product-contact material; Characteristic of end products (7.3.3) Intended use (7.3.4) Flow diagram, process step & control measures (7.3.5) Hazard Analysis (7.4) Establishing the OPRPs (7.5) Establishing the HACCP Plan (7.6) Update Preliminary information & documents specifying PRPs and HACCP Plan (7.7) 	WW



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		<ul style="list-style-type: none"> Verification Planning (7.8) Validation of control measure combinations Control of monitoring and measuring (8) 	
12.00 - 13.00	Lunch Break		
13.00 - 14.30	Production Process Preparation	<ul style="list-style-type: none"> Production Planning & Preparation (Clearance, Cleaning sanitation, etc) Personal hygiene implementation Monitoring of control measures SNI Certification Scheme 	Ida
	Laboratory/QA	Control of Monitoring & Measuring (8.3) <ul style="list-style-type: none"> Monitoring of incoming Material (Raw material, Supporting material, Packaging material) Monitoring of process (Control measure, OPRP, CCP) Calibration of measuring equipment Handling of potentially unsafe product (7.10.3)	WW
14.30 - 17.00	Purchasing	Supplier Management, Procurement/Supplier Approval and Management of Outsourced Services (5.6.1 & 7.2.3) <ul style="list-style-type: none"> Management of suppliers (raw materials and packaging) Raw material and packaging acceptance and monitoring procedures Management of suppliers of services Management of outsourced processing 	WW
	Internal Audit Team	Internal Audit (8.4.1) <ul style="list-style-type: none"> Internal Audit Program Internal Audit Team Internal audit report Corrective Action & Audit Verification 	Ida
June 30, 2019 (Day 3)			
09.00 - 12.00	Warehouse (Raw Material, Packaging & Finish Goods)	Dispatch and Transport (7.2.3) <ul style="list-style-type: none"> Material & Product rotation (FIFO/FEFO) Material & Product Handling Specifications for transport and dispatch 	WW



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		<ul style="list-style-type: none"> <i>Procedures and Records</i> <p>Product Withdrawal and Product Recall</p> <ul style="list-style-type: none"> <i>Traceability exercise (7.9) and recall testing (7.10.4)</i> <i>Provenance, assured status, product authenticity and claims of identity preserved materials management/chain of custody (7.10)</i> <i>Control of Nonconformity (7.10)</i> 	
	Internal Audit Team (Continued)	<p>Internal Audit (8.4.1)</p> <ul style="list-style-type: none"> <i>Internal Audit Program</i> <i>Internal Audit Team</i> <i>Internal audit report</i> <i>Corrective Action & Audit Verification</i> 	Ida
12.00 - 13.00	Lunch Break		
13.00 - 14.00	-	<i>Report Writing</i>	All Team
14.00 - 15.00	All Managements and All Departments	<i>Closing Meeting</i>	All Team

Note:

Scheduled can be modified as necessary according to company needs

Jakarta, June 19, 2019

Team Leader

Mahmudah Rahmatunnisa