



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

AUDIT PLAN

ID	: 2246 A.1
Company Name	: JULIE'S MANUFACTURING SDN.BHD.
Office Address	: AG 6876, Kawasan Perindustrian Alor Gajah, 78000 Alor Gajah, Melaka, Malaysia
Factory Address	: AG 6876, Kawasan Perindustrian Alor Gajah, 78000 Alor Gajah, Melaka, Malaysia
Certification Scheme Code No.	: Certification Scheme Biscuits
Standard Number and Title	: SNI 2973:2011 Biscuits
Brand	: JULIE'S
Product Types	Crackers, Cookies, Biscuits
Regulation	: <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Voluntary
Quality Management System	: <input type="checkbox"/> SNI ISO 9001:2015 Certificate <input type="checkbox"/> SNI ISO 9001:2008 Non Certificate <input type="checkbox"/> ISO/TS 16949:2009
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"/> Product Extension <input type="checkbox"/> Others :	<input type="checkbox"/> Re-certification <input type="checkbox"/> Brand Extension	<input checked="" type="checkbox"/> Surveillance Number – 3 <input type="checkbox"/> Type Extension
Audit Date :	14-15 October, 2019	Auditors Team, Expert (Product, Test) & Sampling Officer (SO)	: 1. Mrs. Roswati (Team Leader) 2. Mr. Hamonongan Panggabean (Team Member) 3. Mr. Wahyu Wibowo (Team Member) 4. (Sampling Officer)

TIME	AREA	ELEMENT	Auditor/ SO
October 13, 2019 – Trips from Jakarta to Melaka, Malaysia			
October 14, 2019 (Day 1)			
09.00 – 09.30	Top management & Related Department Managers	OPENING MEETING: Introduction, - Purpose of Audit, Scope of Audit, Audit Method, Schedule confirmation, and Audit report.	All
09.30-10.30	Top management & Related Department Managers	Overview : Company profile/ Context of organization : scope; Internal/external Issues; Interested parties and relevant requirements; Scope of the QMS; Business Plan (4)	All
10.30-12.00	Plant Visit to overview of Production process & Laboratory Facilities; Material and Finished Good Warehouse		All Team
12.00 - 13.30	LUNCH BREAK		

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13.30 -16.30	Top management & Related Department Managers	<ul style="list-style-type: none"> - Leadership and Commitment (5.1) - Customer focus (5.1.2) - Quality Policy (5.2) - Quality objective and planning (6.2) - Organization Roles, Responsibilities and Authorities (5.3) - Actions to address Risk and Opportunity (6.1) - Communication (7.4) - Internal Audit (9.2) - Management Review inputs & outputs (9.3) - Analysis and evaluation (9.1.3) - Improvement (10) 	Ros
13.30 -16.30	Production	<ul style="list-style-type: none"> - Risk and opportunity analysis (6.1) - Quality objective and planning (6.2) - Operation planning and control (8.1) - Control of production and service provision (8.5.1) - Identification and traceability (8.5.2) - Control of nonconforming outputs (8.7) - Analysis and evaluation (9.1.3) - Nonconformity and corrective action (10.2) - Continual Improvement (10.3) 	Panggabean
13.30-16.30	QC/Lab. Incoming, In process and Finished good product testing	<ul style="list-style-type: none"> - Risk and opportunity analysis (6.1) - Quality objective and planning (6.2) - Operation planning and control (8.1) - Control of production and service provision (8.5.1) - Identification and traceability and SNI Marking process (8.5.2) - Release of products and services (Test method & results (incoming, in process, outgoing) (8.6) - Test result equivalent to SNI requirements - Monitoring and measuring resources (7.1.5) - Measurement traceability (7.1.5.2) - Control of nonconforming outputs (8.7) - Analysis and evaluation (9.1.3) - Nonconformity and corrective action (10.2) - Continual Improvement (10.3) 	Wahyu
09.00-16.30	Taking Sample		
16.30	END OF DAY 1		

October 15, 2019 (Day 2)

09.00-10.30	Sales &Marketing	<ul style="list-style-type: none"> - Risk and opportunity analysis (6.1) - Quality objective and planning (6.2) - Review of requirements related to the product Order handling (8.2.3) - Customer satisfaction (9.1.2) - Analysis and evaluation (9.1.3) 	Ros
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10.30-12.00	Sales & Marketing Dept./QA Dept.	<ul style="list-style-type: none"> - Customer communication (8.2.1) - Customer complaint & claim handling (8.2.1 & 8.2.2) - Analysis and evaluation (9.1.3) - Continual Improvement (10.3) 	Ros
09.00-10.00	Production	Continue	Panggabean
10.00-12.00	Purchasing	<ul style="list-style-type: none"> - Risk and opportunity analysis (6.1) - Quality objective and planning (6.2) - Purchasing Process (8.4.1;8.4.2) - Control of external providers (8.4) - Analysis and evaluation (9.1.3) - Nonconformity and corrective action (10.2) 	Panggabean
09.00 -10.30	Quality Control	Continue	Wahyu
10.30-12.00	Calibration Section	<ul style="list-style-type: none"> - Risk and opportunity analysis (6.1) - Quality objective and planning (6.2) - Monitoring and measuring resources (7.1.5) - Measurement traceability (7.1.5.2) 	Wahyu
09.00-12.00	Labeling Sample		Sampling Officer
12.00 - 13.30	LUNCH BREAK		
13.30 - 14.30	AUDITOR TEAM DISCUSSION & PREPARATION OF AUDIT REPORT		
14.30 - 16.00	CLOSING MEETING: AUDIT SUMMARY AND CONCLUSION		
16.00	END OF DAY 2		

Note:

Audit will be carried out based on Process Approach. Awareness (7.3); Infrastructure (7.1.3) Control of documented information (7.5.3); Environment for the operation of processes (7.1.4), Communication (7.4) will be audited in all areas by each auditor.

This Schedule is subject to adjustment upon circumstances.

Jakarta, September 25, 2019
Team Leader,

Roswati



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