

**AUDIT PLAN**

**Stage 2 Audit Plan**

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| Organisation: | **Biofarmaka Tropika LPPM-IPB** |
| Address: | **Kampus IPB Taman Kencana, Jl. Taman Kencana No. 3, Bogor** |
| Client ID: | 008 |
| Auditee representative: | Dr. Wisnu Ananta Kusuma, ST., MT |
| Standard (s) audited: | 9001 : 2015 |
| Lead auditor: | Iskandar (IS) |
| Other team member (s): | Datunabolon (DN) |
| Date(s) of audit | December 6th , 2016 |

# Audit Plan

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|  | Date:December 06th, 2016 | | | |
| Time | Main processes and management activities | Clause | Involved audited departments and key points | Auditor |
| 08.30 | Opening Meeting | Penjelasan singkat tentang Biofarmaka  , Produk dan proses serta memperkenalkan para auditor dan juga memperlihatkan Rencana Audit | Director, Secretary dan Head of Division & Unit | DN/IS |
| 09.00 | Top Manajemen  (Memverifikasi komitmen dalam memenuhi persyaratan, perubahan sistem manajemen, perubahan dalam kebijakan dan pendistribusiannya serta sasaran mutu dan pemantauannya) | 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6, 6.1, 7.1.2, 7.1.6, 9.3 | Director of Biopharmaca | DN/IS |
| 09.30 | Wakil Manajemen Mutu  - Management Review  - Audit Internal  - Pengendalian Informasi Terdokumentasi  - Verifikasi tindakan perbaikan (CAR) | 4.4, 6.1, 6.2, 7.4, 7.5, 9.1.1, 9.2, 9.3, 10, 10.1, 10.2, 10.3 | WMM | IS |
| 9.30 | Laboratory of Biopharmaca Research Center (LBRC) | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of Laboratory  Rudi Heryanto, SSI., Msi | DN |
| 10.30 | Division of Collaboration &  Networking | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of Division :  Dr. Yulin Lestari, MS  (Eka Intan) | IS |
| 10.30 | Animal Testing Laboratory (ATL) | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of ATL  Waras Nurcholis, SSI., Msi | DN |
| 12.00-13.00 | Istirahat |  |  |  |
| 13.00 | Unit of Pilot Plan & Workshop (UPPW) | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of UPPW  Susi Indriani, STP., Msi  (Nunuk & Anggi) | IS |
| 13.00 | Biopharmaca Conservation Cultivation Station (BCCS) | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of BCCS  Prof. Dr. Munif Ghulammahdi. MSi  (Taupik) | DN |
| 14.00 | Division of Biopharmaca  Product Development | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of Division :  Prof. Dr. Ietjeu  Wientarsih  (Nunuk) | IS |
| 14.00 | Division of Community  Empowerment and Development of  Biopharmaca Market | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of Division :  Dr. Ir. Leti Sundawati,  M.Sc.F.Trop  (Wulan) | DN |
| 15.00 | Unit of Information & Public Relation (UIPR) | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of UIPR  Dr. Farit M. Afendi | IS |
| 15.00 | Division of Natural Resource  Development and Cultivation | 6.1, 6.2, 7.1.3, 7.1.4, 7.2, 8.1, 8.2, 8.5, 8.7, 9.1.1, 9.1.2, 9.1.3, 10 | Head of Division : Prof. Dr. Sandra Azis ,MSi  (Taupik) | DN |
| 16.00 | Closing Meeting |  | Director, Secretary dan Head of Division & Unit | IS/DN |

# 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.