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|  | | | | | **Nomor Pesanan** | | | | **:** | | **0147/CO/ICS/IV/18** |
|  | | | | | **Tanggal** | | | | **:** | | **09 Juni 2020** |
| **Nama Perusahaan** | **:** | **PT. MUSTIKARAMA CITRAPERDANA** | | | | | | | | | | |
| **Alamat** | **:** | **Kencana Tower Level Mezzanine, Jl. Meruya Ilir No. 88 RT. 001 RW. 005,**  **Kel. Meruya Utara, Kec. Kembangan, Kota Administrasi Jakarta Barat, DKI Jakarta 11620 - Indonesia** | | | | | | | | | | |
|  |  | **Kota** | **Jakarta Barat** | | | | **Kode Pos** | **11620** | | | | |
|  |  | **Provinsi** | **DKI Jakarta** | | | | **Negara** | **Indonesia** | | | | |
| **Standar** | **:** | **ISO 9001: 2015** | | **ISO 14001: 2015** | | | | | | **OHSAS 18001 : 2007** | | |
| **ISO 22000 : 2005** | | **ISO 27001: 2013** | | | | | |  | | |
| **Tipe Audit** | **:** | **Sertifikasi Awal** | | | | **Audit Ulang (Re-Sertifikasi)** | | | | | | |
| **Survailen Ke-1** | | | | **Pemindahan (Transfer) Sertifikasi** | | | | | | |
| **Survailen Ke-2** | | | | **Audit Khusus** | | | | | | |
| **Lain-Lain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **Tanggal Audit** | **:** | **16 Juni 2020** | | | | | | | | | | |
| **Wakil Manajemen** | **:** | **Adi Soeharto** | | | | | | | | | | |

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| **Lingkup Sertifikasi \*** | **:** | **Provision of Manufacturing, Distribution, Sales, Installation and Service of: Safes, Vault Door, Modular Vault Room, Cabinets, Racking and Powder Coating Services, for Manufacturing and Office Areas** |

**Note :** Ruang lingkup sertifikasi tidak dapat diubah selama audit berlangsung. Jika Anda ingin membuat perubahan ruang lingkup atau mencakup setiap proses tambahan maka harap memberitahu **INTERNATIONAL CERTIFICATION SERVICES** **(ICS)** sebelum penilaian berlangsung.

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| **Ketua Tim Auditor** | **:** | **ISKANDAR (IS)** | | | |
|  |  | **Eksternal Perusahaan** |  | **Internal Perusahaan** |
| **Auditor** | **:** | **-** | | | |
|  |  |  | **Eksternal Perusahaan** |  | **Internal Perusahaan** |

**Note :** Sebuah ruang harus tersedia untuk auditor untuk penilaian internal. perwakilan auditee menemani auditor selama proses audit. Selama *pembukaan rapat*, selambat-lambatnya, tim audit harus diberitahu tentang aspek-aspek yang relevan dengan kesehatan dan keselamatan kerja di Perusahaan.

**Bila dalam 1 (satu) minggu tidak ada perubahan dari klien untuk rencana audit ini, maka rencana audit ini dianggap disetujui.**

| **Tanggal/**  **Waktu** | **Unit Organisasi dan Proses** | **Auditee** | **Auditor** | **Klausul Standar** |
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| **Hari Selasa, 16 Juni 2020** | | | | |
| 09:00 | Opening Meeting | Seluruh Auditee | **IS** |  |
| 09.30 | Top Management | Direktur | **IS** | **ISO 9001:2015**  4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2; 6.3; 7.1; 7.2; 7.3; 9.1; 9.2; 9.3; 10.1; 10.2; 10.3  **ISO 14001:2015**  4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2; 7.1; 7.2; 7.3; 9.1; 9.2; 9.3; 10.1; 10.2; 10.3  **OHSAS 18001:2007**  4.3.1, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.5.1, 4.5.3, 4.5.5, 4.6 |
| 10:30 | Management Representative | MR & Team ISO | **IS** | **ISO 9001:2015**  4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2; 6.3; 7.1; 7.2; 7.3; 9.1; 9.2; 9.3; 10.1; 10.2; 10.3  **ISO 14001:2015**  4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2; 7.1; 7.2; 7.3; 9.1; 9.2; 9.3; 10.1; 10.2; 10.3  **OHSAS 18001:2007**  4.3.1, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.5.1, 4.5.3, 4.5.5, 4.6 |
| 11.30 | Manager Pemasaran | Manager & Staff | **IS** | **ISO 9001: 2015**  6.1; 6.2; 7.1;7.2;7.3; 8.1; 8.2; 8.5; 8.6; 8.7; 10.1; 10.2; 10.3  **ISO 14001: 2015**  6.1; 6.2; 7.1;7.2;7.3; 8.1; 10.1; 10.2; 10.3  **OHSAS 18001:2007**  4.3.1, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.6, 4.5.1, 4.5.2, 4.5.3, 4.5.4 |
| 12:00 | **Break** | | | |
| 13.00 | Manager Operasional Divisi Sargentsteel | Manager & Staff | **IS** | **ISO 9001: 2015**  6.1; 6.2; 7.1;7.2;7.3; 8.1; 8.2; 8.5; 8.6; 8.7; 10.1; 10.2; 10.3  **ISO 14001: 2015**  6.1; 6.2; 7.1;7.2;7.3; 8.1; 10.1; 10.2; 10.3  **OHSAS 18001:2007**  4.3.1, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.6, 4.5.1, 4.5.2, 4.5.3, 4.5.4 |

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| 14:30 | Manager Personnel & General Affairs | Manager & Staff | **IS** | **ISO 9001: 2015**  4.2; 5.1.2; 6.1; 6.2; 8,2;9.1; 10.1; 10.2; 10.3  **ISO 14001: 2015**  4.2; 5.1.2; 6.1; 6.2; 8,2;9.1; 10.1; 10.2; 10.3  **OHSAS 18001:2007**  4.3.1; 4.3.2; 4.3.3; 4.4.1; 4.4.3; 4.4.5; |
| 16:00 | Penyampaian hasil seluruh Audit | Seluruh Auditee | **IS** |  |
| 17:00 | Closing Audit | Seluruh Auditee | **IS** |  |

Sesuai perjanjian kerjasama sertifikasi, semua dokumen kerja diperlakukan secara rahasia dan tersimpan dengan aman.

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| **Distribusi untuk klien:** | **Distribusi untuk rencana audit:** | |
| (Dilakukan oleh klien) | **√** | **Klien** |
|  | **√** | **Lembaga Sertifikasi** |
|  | **√** | **Auditor/Tenaga Ahli** |
|  | **√** | **Database** |