



Lloyd's  
Register

## Certificate Renewal

Report for:

# PT Molindo Raya Industrial

<b>LR reference:</b>	JKT6015008 / 2274760
<b>Assessment dates:</b>	28-January-2019 - 30-January-2019
<b>Reporting date:</b>	15-April-2019
<b>Client address:</b>	Jl. Sumber Waras No. 255, Lawang, Malang , ID
<b>Assessment criteria:</b>	OHSAS 18001:2007
<b>Assessment team:</b>	Bafagih, Cholid Hartono, Sugeng
<b>LR Client Facing Office:</b>	JKT Indonesia OU

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### Attachments:

JKT6015008\_APP\_AP.doc

JKT00000011\_S2\_RC\_OHS\_CB.doc

### This report was presented to and accepted by:

**Name:** Ms. Erlies Sartini

**Job title:** Management Representative

## 01. Executive report

### Assessment outcome:

Based on the assessment outcome the Assessment Team recommends the OHSAS 18001:2007 certification of PT Molindo Raya Industrial for the agreed scope.

This visit was to assess the compliance of the management system of PT Molindo Raya Industrial against OHSAS 18001:2007 as defined in the audit planning documentation. The outcome of the visit is recorded below.

The Certificate Renewal assessment on the OHS Management System of the organization has been performed to assess the design and effectiveness of the organization to fulfil the certification requirements against the OHSAS 18001:2007.

Some Minor Nonconformities and Observation were issued during this assessment and no any Major Nonconformance identified. Therefore the company is recommended the certificate of OHSAS 18001:2007 remain granted to the company

The Assessment Team Leader confirms the contractual arrangements for OHSAS 18001:2007 are correct.

The Assessment Team Leader confirms the contractual arrangements for OHSAS 18001:2007 are correct. This includes any changes required as a result of the outcome of the Stage 1 visit (including changes to the scope of assessment, duration of the Stage 2 visit, and duration of subsequent surveillance visits).

### Continual improvement:

Company shows high commitment for continual improvement by :

- Follow up from non-conformance of complaints, audit and other incidents
- Introduce system to control the activities



### Areas for senior management attention:

1. To set up program for up grade to ISO 45001:2018
2. To strengthen the control on the subcontractor and work permit system
3. To set improvement target on Safety and Health

## 02. Assessment findings

Where scheme requirement differs to the standard definition below, the scheme definition will take preference

### Major Nonconformity

The absence of, or the failure to implement and maintain, one or more management system elements, or a situation which would, on the basis of the available objective evidence, raise significant doubt of the management to achieve: The policy, objectives or public commitments of the organisation, compliance with the applicable regulatory requirements, conformance to applicable customer requirements, conformance with the audit criteria deliverables.

### Minor Nonconformity

A finding indicative of a weakness in the implemented and maintained system, which has not significantly impacted on the capability of the management system or put at risk the system deliverables, but needs to be addressed to assure the future capability of the system.

<b>Reference number</b>	879872_JKASHS01	<b>Assessment Criteria (Clause)</b>	OHSAS 18001:2007 ( 4.3.1 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	08-August-2018
<b>Status</b>	Open	<b>Process / Aspect</b>	HIRADC Area "Parkir Depan"
<b>Location(s)</b>	Jl. Sumber Waras No. 255,Malang,ID		
<b>Statement of Non Conformity</b>	Found no HIRADC in the "front parking" area. The potential of risk is from traffic movement		
<b>Requirement</b>	Clause 4.3.1 Hazard identification, risk assessment and determining controls		
<b>Evidence</b>	There is no evidence of HIRADC regarding traffic movement at "Parkir Depan"		
<b>Proposed correction, corrective action and timescales</b>	Company will make HIRADC. Timescale : end of August 2018		
<b>Correction</b>	Hazard Identification and Risk Assessment had been done. However Control not sufficient. In general Risk according to a man hit by heavy movement truck was not yet well controlled. Sign had been seen. However only Assembly point, Parking Direction. In fact; the movement of man still having risk to be hit by heavy truck (Example there was no pedestrian). Company need to do more corrective action and be verified at next audit.		
<b>Root Cause analysis</b>			
<b>Corrective action</b>			
<b>LR has reviewed and verified the implementation of actions taken.</b>	<b>Date of closure</b>		

<b>Reference number</b>	2274760_JKACBX01	<b>Assessment Criteria (Clause)</b>	OHSAS 18001:2007 ( 4.3.3 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	30-January-2019
<b>Status</b>	New	<b>Process / Aspect</b>	Mandatory Element
<b>Location(s)</b>	Jl. Sumber Waras No. 255,Malang,ID		
<b>Statement of Non Conformity</b>	The Objective and target has not been set to drive the improvement on safety and health at each department. The existing target only for accident which is already achieved for man years and also it is target address to K3L department only.		
<b>Requirement</b>	OHSAS 18001:2007		
<b>Evidence</b>	Audit at each department		
<b>Proposed correction, corrective action and timescales</b>	To established improvement target and cascade to relevant department		
<b>Correction</b>			
<b>Root Cause analysis</b>			
<b>Corrective action</b>			
<b>LR has reviewed and verified the implementation of actions taken.</b>	<b>Date of closure</b>		

<b>Reference number</b>	2274760_JKACBX02	<b>Assessment Criteria (Clause)</b>	OHSAS 18001:2007 ( 4.4.6 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	30-January-2019
<b>Status</b>	New	<b>Process / Aspect</b>	Contractor and Supplier (Work Permit and inspection)
<b>Location(s)</b>	Jl. Sumber Waras No. 255,Malang,ID		
<b>Statement of Non Conformity</b>	<p>Some weakness were identify on work permit system :</p> <p>a. The work permit has not been made specific for high hazard work ( hot work, confine space, working at height, etc). Therefore, the welding work on 28 January 2019 by contractor PT. Duta Amana Persada has no requirements for fire extinguisher, monitoring the flammable gas, etc.</p> <p>b. during audit at production, it was observed un used vessel has no control of access for confined space and the main hole was open.</p> <p>c. It was observed the subcontractor Building Work (CV Lumayan Jaya), there was no permit posted at location and the scaffolding has not identify whether already inspected or not. It was observed one out of three operator did not properly use the safety harness.</p> <p>The inspection of incoming truck has a weakness :</p> <p>a. The incoming truck inspection has no clear criteria to make decision whether the truck allow to enter and who is authorised to give a waiver if identify the discrepancy.</p> <p>b. No inspection on fence system on ethanol truck which is the height about 3 meter. During audit, it was observed one employee checking the main hole above the truck due to the hydraulic system for the fence of Sinarjaya Intimperkasa could not be operated.</p>		
<b>Requirement</b>	OHSAS 18001:2007		
<b>Evidence</b>	Reviewing the work permit document and during site visit		
<b>Proposed correction, corrective action and timescales</b>	To improve the system for work permit		
<b>Correction</b>			
<b>Root Cause analysis</b>			
<b>Corrective action</b>			

LR has reviewed and verified the implementation of actions taken.

Date of closure

<b>Reference number</b>	2274760_JKACBX03	<b>Assessment Criteria (Clause)</b>	OHSAS 18001:2007 ( 4.4.6 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	30-January-2019
<b>Status</b>	New	<b>Process / Aspect</b>	Operational Control
<b>Location(s)</b>	Jl. Sumber Waras No. 255,Malang,ID		
<b>Statement of Non Conformity</b>	<p>Some weakness were identify during tour at production and logistic:</p> <p>a. At Pembibitan area found the rotating belt of pump has no proper guarding. Also the platform into valve has no fence.</p> <p>b. At propagator area (pH 4) has no emergency shower facilities</p> <p>c. The valve for secondary containment located at risky area and may cause people would reluctant to consistently closing the valve and therefore potentially cause the bund wall is not effective.</p> <p>d. Two out of six pump of product ethanol tank has not grounding system</p> <p>e. The product storage secondary containment need to be review in term of the height of wall which is seem low at some location considering the contour and also it was found the outlet into river without any valve.</p>		
<b>Requirement</b>	OHSAS 18001:2007		
<b>Evidence</b>	During tour at Production and Logistic		
<b>Proposed correction, corrective action and timescales</b>	To improve the facilities accordingly		
<b>Correction</b>			
<b>Root Cause analysis</b>			
<b>Corrective action</b>			
LR has reviewed and verified the implementation of actions taken.	Date of closure		



<b>Reference number</b>	2274760_JKACBX04	<b>Assessment Criteria (Clause)</b>	OHSAS 18001:2007 ( 4.4.2 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	30-January-2019
<b>Status</b>	New	<b>Process / Aspect</b>	HRD
<b>Location(s)</b>	Jl. Sumber Waras No. 255,Malang,ID		
<b>Statement of Non Conformity</b>	<p>The competency has not been made in line with the result of risk assessment. Such as the production operator has not been identify on job profile to be trained on working at height, work permit system, etc. Further, the competency has not been evaluated properly, i.e. :</p> <ol style="list-style-type: none"> <li>1. Job Profile for Warehouse operator has not been identify yet</li> <li>2. Production and laboratory Employee review during audit has not been fulfil the job profile training requirement but has not determined the follow up action</li> <li>3. Year 2018 training has not been properly implemented. Only about 30 % out of training program was implemented.</li> </ol>		
<b>Requirement</b>	OHSAS 18001:2007		
<b>Evidence</b>	Training and job profile records		
<b>Proposed correction, corrective action and timescales</b>	To determine jo profile in line with HIRA and evaluated the gap need to be followed up		
<b>Correction</b>			
<b>Root Cause analysis</b>			
<b>Corrective action</b>			
<b>LR has reviewed and verified the implementation of actions taken.</b>	<b>Date of closure</b>		



<b>Reference number</b>	2274760_JKASHS01	<b>Assessment Criteria (Clause)</b>	OHSAS 18001:2007 ( 4.4.7 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	29-January-2019
<b>Status</b>	New	<b>Process / Aspect</b>	Emergency preparedness
<b>Location(s)</b>	Jl. Sumber Waras No. 255,Malang,ID		
<b>Statement of Non Conformity</b>	In the workshop the static was found to be unclear about the evacuation route. In the direction specified, there are many obstacles, in the form of work tools and materials. For example grinding, welding and material. This will hinder the evacuation process and potentially cause tripping or getting hit.		
<b>Requirement</b>	Clause 4.4.7		
<b>Evidence</b>	Site visit to Workshop Static		
<b>Proposed correction, corrective action and timescales</b>			
<b>Correction</b>			
<b>Root Cause analysis</b>			
<b>Corrective action</b>			
<b>LR has reviewed and verified the implementation of actions taken.</b>	<b>Date of closure</b>		

### 03. Assessment summary

#### Visit generic objective:

This was a Certificate Renewal visit, conducted against objectives previously notified to the client. The objectives of the next visit, including any applicable visit specific objective (theme / focus), are confirmed in the audit plan attached to this report.

#### Client attendees at the opening and closing meeting:

The Opening and Closing meetings was chaired by Management Representative attended by the Top management, Management Representative, as well department heads and persons in charge.

#### Visit specific objective:

Certificate Renewal

#### Introduction:

The Certificate Renewal assessment of the OH&S Management System was performed for the company PT. Molindo Raya Industrial, from 28 to 30 January 2019, by Mr. Cholid Bafagih (Team Leader) and Mr. Sugeng Hartono.

<b>Assessment of:</b>	Mandatory Element	<b>Auditee(s):</b>	Ms. Erlies Sartini, Mr. Bambang, and Mr. Joko	<b>Assessor:</b>	Bafagih, Cholid
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### Audit trails and sources of evidence:

Policy  
Management Review procedure RNI/P-05  
Internal Audit

### Evaluation and conclusions:

The Policy has been set and approved by existing Top Management on 22 January 2018. The content has been inline with the requirements. The Policy has been communicated to employee by posted at the wall and training. There was no changing with OH&S policy and complying standard OHSAS 18001:2007.

Management Review had been done properly and had been resulted relevant recommendation following the requirements. The management review taken in early basis and the last review taken on 11 January 2019 attended by Top Management. The agenda has been captured all of mandatory requirements.

Internal Audits had been done following the program. Beside of internal audit, organization also done safety patrol . The last Audit taken on 12 April 2018 and 24 October to 7 November 2018.

All of activities had been in accordance with procedure. The audit taken by independent Auditor.

Corrective action, preventive action and Continual Improvement had been demonstrated, example by giving action to result of audit and patrol.

Complaint Management – As explain by auditee : No complaint received

Objective and Programme – had been established, relevant and monitored.

Use of Logo OHSAS found in accordance with guidance

### Areas for attention:

1. The procedure RNI/P-05 has been identify the process for management review and the mandatory agenda. However, it has not clearly identify the minimum frequency for review and who should be attend on this review.
2. It was noted one out of five auditor sample during audit has no record the training for Auditor on Safety and health. further, it was recommended to make to matrix or guidance about OHSAS clause at each department as guidance for auditor during auditing relevant department.

<b>Assessment of:</b> HIRA	<b>Auditee(s):</b> Mr. Bambang and Mr. Joko	<b>Assessor:</b> Bafagih, Cholid
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#### Audit trails and sources of evidence:

Risk assessment

#### Evaluation and conclusions:

In general the risk assessment has been up dated in yearly basis. It is identify for each department and assessed base on probability and severity. It is also consider the control on the associate identify risk.

#### Areas for attention:

1. Participation of employee for risk assessment has not been noted on the HIRA to demonstrate the involvement of employee.
2. It was noted the sparepart warehouse missed to identify the hazard on fire and asbestos material

<b>Assessment of:</b> Ethanol Production	<b>Auditee(s):</b> Mr. Indrajanto and Mr. Putut Agung	<b>Assessor:</b> Bafagih, Cholid
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#### Audit trails and sources of evidence:

- Ethanol (Fermentation, Distillation, Control room and Production Lab)

#### Evaluation and conclusions:

In general the risk has been identified and control. The emergency facilities has been provided such as shower, fire extinguisher, firs aid box, etc. PPE has been provided and control. The patrol by HSE department has been sampled during audit. The patrol report dated 28 November 20 were reviewed during audit.

#### Areas for attention:

1. The report has not consistently made, such as the small fire case on year 2018 during welding the column. The report is necessary to identify what the root cause and determine the effective preventive action.
2. Consideration should be given to provide foam into inlet of the ethanol tank storage area for effective of fire fighting system.

<b>Assessment of:</b>	Warehouse (Logistic):	<b>Auditee(s):</b>	Ms. Sundari, Mr. Yudhi, Mr. Imam, Mr. Riyanto, Ms. Nurul and Mr. Andreas	<b>Assessor:</b>	Bafagih, Cholid
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#### Audit trails and sources of evidence:

- Raw Material (storage tank)
- Supporting material
- Finished Goods (storage tank)
- Filling station area
- Spare part

#### Evaluation and conclusions:

In general the risk has been properly managed. During audit the employee has been used the proper PPE. The emergency facilities such as fire extinguisher and first aid box has been provided at location. The bund wall and grounding has been provided.

#### Areas for attention:

1. The MSDS of Isopropil was not provided at location
2. Consideration should be given to provide foam into inlet of the ethanol tank storage area for effective of fire fighting system.
3. It was recommended to review whether adequate to provide only one grounding system on the ethanol tank.
4. Molindo may consider to determine minimum value on each element during periodic review on truck provider.
5. It was observed the oil warehouse need to be made more clean. Further, there was no bund on the storage of paint area.
6. It was recommended to stop of using the asbestos material considering the high hazard of this material.

<b>Assessment of:</b>	Main laboratory	<b>Auditee(s):</b>	Ms. Anna	<b>Assessor:</b>	Bafagih, Cholid
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#### Audit trails and sources of evidence:

HIRA  
Improvement  
Emergency  
MSDS  
Site tour

#### Evaluation and conclusions:

In general the risk has been identified and control. The MSDS of chemical sample during audit (Hydranal, Silver Nitrate, Ammonium Bromide, etc) also available at location. The risk assessment issued on 23 June 2018. Laboratory have plan to improve the 5 R. The emergency facilities has been provided such as shower, fire extinguisher, first aid box, etc. PPE has been provided and control.

#### Areas for attention:

1. The coal area need to provide hazard symbol on pinch hazard.
2. The emergency shower has not been in operational yet to be used during emergency situation.

<b>Assessment of:</b>	HRD	<b>Auditee(s):</b>	Mr. Arif	<b>Assessor:</b>	Bafagih, Cholid
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#### Audit trails and sources of evidence:

- Resources, roles, responsibility, authority and accountability with Competence, training and awareness include Medical Check Up
- Communication, participation and consultation

#### Evaluation and conclusions:

The competency has been determined on the job profile which included education, skill and knowledge and training. The training has been established in yearly basis. Records of training were review during audit which is included the safety and health training such as about fire fighting team on 28 to 31 August 2018. Medical Check Up has been taken for each of employee in yearly basis.

#### Areas for attention:

Not Applicable

<b>Assessment of:</b>	- Purchasing and contractor management (CSMS)	<b>Auditee(s):</b>	Haris	<b>Assessor:</b>	Bafagih, Cholid
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#### Audit trails and sources of evidence:

Purchasing process  
Subcontractor Management

#### Evaluation and conclusions:

In general the risk at purchasing has been properly managed. The agreement sample during audit with contractor PT. Mitra Amana has been giving detail requirements on safety and health. The yearly evaluation of supplier and contractor has been included the performance on safety and health.

#### Areas for attention:

1. Molindo may consider to add the requirements o contractor to provide Safety Officer.
2. It was noted that year 2018 contractor and supplier evaluation has not been completed

<b>Assessment of:</b>	Interview Top Management	<b>Auditee(s):</b>	Mr. N. Gopalakrishnan	<b>Assessor:</b>	Bafagih, Cholid
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#### Audit trails and sources of evidence:

Commitment  
Company program  
Accident

#### Evaluation and conclusions:

The management explain the new project to ensure the efficient of production with more environmentally friendly, i. e. to utilise the waste into energy of steam turbine which reduce the need of electrical power and steam. Further, management concern the employee safety awareness on this new unit especially after commissioning planned on mid of year 2019. Top management also confirmed there was no accident on year 2018 within company. The company recently changes into public listed company and the new management show high commitment to safety

and health. Some improvement has been made like to ensure the license of operator from subcontractor.

#### Areas for attention:

Not Applicable

<b>Assessment of:</b>	See Area of Assessment	<b>Auditee(s):</b>	Ms. Erlis Mr. Umar Mr. Joko Mr. Eko	<b>Assessor:</b>	Hartono, Sugeng
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#### Audit trails and sources of evidence:

Area Of Assessment :

Emergency preparedness and response

Incident investigation corrective and preventive action.

Performance monitoring and measurement

OHS legal and other requirements Including the evaluation of compliance

Permit to work

Document Control

Evidence :

Emergency preparedness and response

"Evacuation at night shift"; 21 Sept 2018; Corrective action

Hydrant Checklist

Daftar Pemeriksaan Hydrant

Fire Extinguisher Check List

Incident investigation corrective and preventive action.

There was no incident for 2018 and up to audit day both for category Serious Incident or Light Incident.

Safe Man Hour : 17,312,289 Man Hour safety without LTA Safety since November 2002

Organization got appreciation from Gubernur Jawa Timur (17 Jan 2018) for zero accident achievement.

Performance monitoring and measurement

Analytical Report from Envilab 4 Oct 2018 : Ambient working place.

Check list Lingkungan

Medical Check up 10 September : Zero temporary unfit.





OHS legal and other requirements Including the evaluation of compliance

Sertifikasi tangkai timbun :

Permenaker No 37 tahun 2016 : Tentang K3 Beana Tekan dan Tangki Timbun.

Permenaker No 9 tahun 2016 : Tentang K3 dalam Pekerjaan dalam ketinggian.

Permit to work

-Daya Mitra Kausar

-Duta Amana Persada

-Transavia Otomasi Pratama

Had ben completed with JSA (Job Safety Analysis)

Document Control

Master document

### Evaluation and conclusions:

The organization has conducted monitoring of workplace condition"" , measurement already exists for example for temperature noise and others (Ambient). The measurement done by third party and the result had been accepted by criteria.

Measurement of ill health is done by medical check-up. It was stated there were no work illness.

Performance of safety had been recorded at Safety Man Days without LTA (Loss time accident); It had been reach 17,312,289 Man Hour safety without LTA Safety since November 2002

There was no incident for 2018 and up to audit day both for category Serious Incident or Light Incident.

Legal requirement had been access and evaluated.

In general, Emergency Preparedness and Response has been prepared, by the existence of the Fire Extinguisher, Evacuation direction (Exit direction), evacuation way and Assembly point, and Alarm. The procedure of emergency had been tested.

Permit to work : It was conclude the procedure of permit to work had been implemented to control subcontractor which working for the company.

Document Control : It was conclude the document needed by OHS management system had been controlled.

### Areas for attention:

None



<b>Assessment of:</b>	See Area of Assessment	<b>Auditee(s):</b>	Mr. Ilham Mr. Listio Mr. Aditya Mr. Solik Mr. Eko Mr Budi	<b>Assessor:</b>	Hartono, Sugeng
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### Audit trails and sources of evidence:

Area of Assessment :

General Area : (Office & First Aid Room)

Maintenance (Mechanic, Electrical & Instrumentation) & Workshop

Engineering (Inspection and Calibration)

Utility (Gen Set, Boiler, Coal Stock pile, crusher, cooling system)

Security and Company transport

Site verification : Office & First Aid Room, Workshop, Utility (Gen Set, Boiler, Coal Stock pile, crusher, cooling system).

Operational control.

Evidence :

Site verification : Process and activity, PPE, Emergency preparedness, operational control etc.

Security : Buku Pengiriman. buku Tamu; Buku Batu Bara; Form penerimaan tamu, checklist kendaraan, Form Gangguan, Form mutasi; Daily report. Monthly report.

Utility

Boiler: ledakan : safety valve: -- : Maintenance checklist for boiler (Example : Electrode)

Cooling system : H<sub>2</sub>SO<sub>4</sub>

MSDS NALCO: 3DT265

HIRADC : Cooling System

Maintenance :

Jadwal Pekerjaan shutdown

Activity : Installation kabel TM from Power Plant.

LOTO :

Procedure Electrical Repair.

Heavy Equipment Maintenance (Buldozer, Forklift; Loader; Excavator; Employee bus)

## Maintenance Work Order Report

### Engineering (Inspection and Calibration)

Pressure transmitter verification and calibration.

Pressure and temperatur gage master : SP 1273.18;

Validation from Honeywell Indonesia (DCS).

### Evaluation and conclusions:

From Site visit :

In general safety hazard had been controlled. Instruction and direction related with safety available.

-Emergency respond had been prepared such as evacuation plan (route), Fire Extinguisher, Alarm, Hydran

-People using relevant PPE such as helmet, safety shoes, masker, google, safety shoe etc.

-Awareness and competency of people had been well demonstrated.

-Licence to work can be well shown.

However at specific case emergency preparedness at Workshop Static need to be improved.

First Aid Room : First aid room found sufficient. This is a temporary room in order to reconstruction of the previous room. First aid box (Kotak P3K) and 2 bad seen at the room. The room was only for rest room only and not dedicated to be a medical emergency room.

In relation with safety, inspection and Calibration had been done by engineering. Example : Pressure gage for transmitter, and temperature verification and calibration.

Validation of DCS from Honeywell Indonesia (DCS).

### Areas for attention:

New minor finding found during visit to Workshop. Please see Finding Log

#### 04. Next visit details

##### Theme(s) for Next Visit

TBA

<b>Standard(s) / Scheme(s)</b>	OHSAS 18001:2007	<b>Visit type</b>	Surveillance 1
<b>Audit days</b>	2.00 DAY	<b>Due date</b>	July, 2019
<b>Team</b>			
<b>Site</b>		<b>Audit days</b>	<b>Activity codes</b>
Jl. Sumber Waras No. 255,Malang,ID		2.0 DAY	066503

## 05. Scope details

The following scope or scope changes have been reviewed and verified, and are agreed subject to Technical Review.

Scope Type		Scope Details
Product	Site	
		Manufacture of Ethanol

## 06. Appendix



## 1. Audit Programme/Plan

Visit Type	CR	SV1	SV2	SV3	SV4	SV5		CR Visit
Due Date	Feb 2019	Aug /2019	Feb 2020	Aug 2020				Feb 2021
Start Date	27 Jan 2019							
End Date	30 Jan 2019							
Audit Days	6	2	2	2	2	2		6
Any change in workforce numbers that may impact visit duration (if yes add new number)	N	Y/N	Y/N	Y/N	Y/N	Y/N		Y/N
Process / aspect / location	Final selection of the activities to be audited during the current visit will be determined after review of management elements and actual performance							
Management Review	√	√	√	√	√	√		
Internal Audits	√	√	√	√	√	√		
Continual Improvement	√	√	√	√	√	√		
Management of change	√	√	√	√	√	√		
Corrective action	√	√	√	√	√	√		
Preventive action	√	√	√	√	√	√		
Complaint Management	√	√	√	√	√	√		
Use of Logo	√	√	√	√	√	√		
Legal compliance and the evaluation	√	√	√		√			
Objective and programme	√	√	√	√	√			
Communication, participation and consultation	√	√	√		√			
Incident Investigation	√			√	√			
Hazard identification, risk assessment and determining control	√	√	√	√		√		
HRD (Competence, training and awareness); Resource roles and responsibility	√	√	√			√		
Emergency preparedness and response	√	√	√	√		√		
Performance measurement and monitoring	√		√	√		√		
Purchasing and Contractor management (CSMS)	√		√	√		√		
Production: - Ethanol (Fermentation, Distillation, Control room and Production Lab) - Main Laboratory	√	√						
Warehouse (Logistic): - Raw Material (storage tank) - Supporting material - Finished Goods (storage tank) - Filling station area	√		√			√		



Visit Type	CR	SV1	SV2	SV3	SV4	SV5		CR Visit
- Spare part								
Utilities : - Cooling system - Boiler, Generator - Coal stock pile, Crusher	√	√		√	√			
Maintenance : - Mechanical - Rotary - Electrical and Instrument - Workshop - Static	√			√		√		
Transport (Trucking)	√					√		
General Area : - Office - Security - First Aid Room - Company transport	√							

Visit start time (approximate)		Visit end time (approximate)		The actual start and finish times for the visit will be agreed at the pre-visit contact with the assessor and recorded in the report introduction.
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Objective of the next visit ( including where applicable the theme selected)

Scope of the management system	
Exclusion	

**Note:** if the visit involves more than one team member and/or is more than one day duration, an additional plan detailing the activities of each member of the team on each day will be required.

Date am/pm	Assessor 1	Assessor 2	Standard covered



## 1. Report Considerations

LRQA Report considerations		
Have there been any deviation from the original assessment plan:	No	If yes detail these in the introduction section of the report along with the reasons for the deviations
Have there been any significant issues impacting on the audit programme:	No	If yes detail these in the introduction of the report and amend the APP
Have there been any significant changes that affect the management system of the client since the last audit took place:	No	If yes detail these within the executive summary section of the report
Have any unresolved issues been identified during the assessment:	No	If yes detail these within the executive summary section of the report
Was the audit undertaken a combined or integrated audit:	No	If yes confirm what type of audit and the standards covered in the introduction to the report.
Was the organization effectively controlling the use of the certification documents and marks:	Yes	if no document within the reporting table covering the mandatory elements
If applicable has the organization taken effective corrective action regarding previously identified nonconformities:	Yes	Record outcome in the findings log against the relevant findings.
Does the management system of the organization continue to meet the applicable requirements and meet the expected outcomes:	Yes	If no details reasons within the executive summary of the report
Does the scope of certification continue to be appropriate to the activities/products/services of organization:	Yes	If no then document the actions necessary in relation to the scope in the executive summary of the report and amend the APP as required.
Were the objectives of the visit as defined in the APP fulfilled during the visit:	Yes	If no detail the reasons and any necessary actions in the executive summary of the report and amend/update the APP
<b>Additional information</b> <p><b>opportunities for improvement</b> If we identify opportunities to improve your already compliant system, we will either record them in the process table applicable to the area being assessed or in the Executive summary of the report if they can deliver improvement at a strategic level.</p> <p><b>Confidentiality</b> We will treat the contents of this report, together with any notes made during the visit, in the strictest confidence and will not disclose them to any third party without written client consent, except as required by the accreditation authorities.</p> <p><b>Sampling</b> The assessment process relies on taking a sample of the activities of the business. This is not statistically based but uses representative examples. Not all of the detailed nature of a business may be sampled so, if no issues are raised in a particular process, it does not necessarily mean that there are no issues, and if issues are raised, it does not necessarily mean that these are the only issues.</p> <p><b>Legal entity</b> The accredited legal entity and client facing office that has provided the assessment service in this report is referenced in the applicable agreement for this service.</p>		