



AUDIT PLAN: PT ELITE AIR INDUSTRIAL

Job N°: 17972
Cert. N°:
Visit Type: S2A

BE THE BENCHMARK



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ORGANIZATION	PT Elite Air Industrial
ADDRESS	Blok D Nomor 2, Jl. Masjid Jami Baitussa'adah, Kadu, Curug, Kabupaten Tangerang, Banten
VISIT NUMBER	1
ACTUAL VISIT DATE	December 29, 2025 (2 Mds)
LEAD AUDITOR	(A)
TEAM MEMBER(S)	(B)
▣ ADDITIONAL ATTENDEES AND ROLES	NA
STANDARD(S)	ISO 9001:2015
AUDIT LANGUAGE	Indonesian
AUDIT SCOPE	Provision of Aftersales and Services Supports Activities for Compressor Products
AUDIT OBJECTIVES	<p>The objectives of this audit/visit are, for the scope of certification:</p> <ul style="list-style-type: none"> • Determination of the conformity of the client's management system, or parts of it, with audit criteria • Determination of the ability of the management system to ensure the client meets applicable statutory, regulatory and contractual requirements (NOTE A management system certification audit is not a legal compliance audit.)

Day 1	08.20	A, B	Arrival Auditor at audit site	
	08.30	A, B	Opening Meeting	
		A, B	Top Management Discussion/Discussion with QMS Leader / Management Representative Top Management Presentation and Discussion <ul style="list-style-type: none"> - Organization context (Internal & external issues) - Understanding the need and expectation of interested parties - Business process, business objectives, strategic direction 	Lin Chang Han Marsha Inggita Livia

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			<ul style="list-style-type: none"> - Quality policy and integration of QMS into business process - Identification of risk & opportunity and action to address risk and opportunity <p>Review of any changes [organization activities, organization structure, product, service, process, number of employee, etc.]</p>	
	09.00	A	HRGA	Marsha Inggita Livia
	10.30	A	Operation (Marketing & Logistic)	Fradella Sulivan Mitha Haqi – Purchasing Nur Hayati – SPV. Logistik
	12.00	A	Break	
	13.00	A	Finance & Accounting	Inge Kayanti Kamiluarti – Acc Nabila - Finance
	09.00	B	Sales & Marketing (Direct Sales, After Sales)	Suryanto
	10.00	B	Technician	Kustiniawati Agus Triana Dedi Susanto
	12.00	B	Break	
	13.00	B	Stage 1 verification	Marsha Inggita Livia
		B	<p>Function: QMS Leader / Management Representative</p> <p>Management Review :</p> <p>Input:</p> <ul style="list-style-type: none"> - Changes on internal & external issues - Performance & effectiveness of QMS [customer satisfaction feedback, quality objectives achievement, process/product performance, nonconformity & corrective action, monitoring & measurement results, audit results, performance of external provider, - Adequacy of resources - Effectiveness of action to address risk - Opportunity for improvement 	Marsha Inggita Livia Mitha Haqi

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			Output: Decision for: <ul style="list-style-type: none">- Opportunity for improvement- Needs for changes of QMS- Resources needs	
	15.00	A, B	Report Preparation	
	15.30	A, B	Closing Meeting	
	17.00	A, B	End of Audit	

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Notes to client

- During the audit, the Lead Auditor reserves the right to stop the audit in the event when an auditor's health and safety is at risk. The audit shall only be resumed once the issue has been resolved. In a situation where the issue(s) cannot be resolved, the Lead Auditor may abort the audit. This is in line with SGS Stop Work Authority Policy.
- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.

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