|  |  |  |  |
| --- | --- | --- | --- |
| /Users/polindra/Documents/Logo Polindra Warna.jpg | **FORMULIR** | No. Dokumen | FM-07-P4MP-01 |
| **Ketersediaan Dokumen Auditee** | No. Revisi | 00 |
| Tgl. Berlaku | 2023-08-18 |
| Halaman | 1 Halaman 1 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nama Proses/Prosedur Operasional :  **Standar Sarana dan Prasarana** | | | | | | | | |
| Ketua Tim Audit  ${lead\_auditor} | Anggota Tim Audit  ${anggota\_audior} | | | Auditee  ${akun\_auditee} | | | Bagian/Seksi yang diaudit  ${unit\_kerja} | |
| *Uraian Ketidaksesuaian* | | | non\_confirmity  Non Confirmity | | | non\_confirmity  Observasi | | |
| ${uraian\_ketidaksesuaian}  *(diisi oleh auditor)* | | | | | | | | |
| *Tanggal Pelaksanaan Audit* | | *Rencana Penyelesaian Tindakan Koreksi* | | | *Auditor* | | | *Auditee* |
| 2023-08-31 | | 2023-08-09 | | | TTD/NIK. | | | TTD/NIK. |
| *Analisa Penyebab Masalah*  q  *(diisi oleh auditee)* | | | | | | | | |
| **Tindakan Koreksi**  q  *(diisi oleh auditee)* | | | | | | | | |
| **Tanggal Penyelesaian Tindakan Koreksi** | | **Auditee** | | | **Ka.Unit / Prodi** | | | **Auditee** |
| 2023-08-09 | | TTD/NIK. | | | TTD/NIK. | | | TTD/NIK. |
| *Verifikasi Keefektifan Tindakan Koreksi*  qw  *(diisi oleh Ka.P4MP)* | | | | | | | Tanggal Verifikasi | |
| 2023-08-24 | |
| Ka. P4MP | |
| TTD/NIK. | |