

Chintya Argianti

From: Istiqomah Safitringrum
Sent: 23 February 2023 09:45
To: Adriaan Pretorius; Irwansyah Abdullah
Cc: Chintya Argianti; Nadissa Chairany
Subject: Agenda External Audit ISO 9001 - Batu Hijau (14 & 15 Mar 2023)

Good Morning Pak Adrian and Pak Irwan

Please find the full agenda for External Audit ISO 9001 for Batu Hijau, to be held Online/Remote.
As well as some of the focuses that will later be seen by the Auditor team.
Please coordinate with each function to be audited.
And the PIC from BSI who will conduct the audit is Mr. Fathony Arif.

Date	Time	Auditor/ Auditee	Process/Area/Function	ISO 9001:2015 Clause
Batu Hijau Branch (Remote audit) 2 mds				
Day 7 14/03/2023	09.00 WIB	B	Opening Meeting at Batu Hijau Branch Communication: Conference Call via Ms Teams	
	09.15 WIB	B	Branch Manager Communication: Interview and document review via Ms Teams application which enable screen sharing. Required documented information may be send prior to audit via email. Area of audit: Organization context, interested parties expectation, leadership, policy, quality objectives/goals, risk and opportunity assessment, awareness, resources, documented information, monitoring, measuring, analysis and evaluation record, customers satisfaction, internal audit, non-conformities and corrective actions management review, system improvement. Method for Document review: Document send by email prior to audit, and the rest is reviewed during audit session using share screen. Auditor will read and review the document to see the conformity with audit criteria Method for Interview: Auditor and auditee(s) will communicate through Ms Teams applications that enables to perform video call Method for Site tour/Field Observation: If necessary, auditee will use phone for video call to achieve expected mobility, and shows the site condition	ISO 9001:2015 clause 4, 5, 6, 7, 8, 9, 10

Date	Time	Auditor/ Auditee	Process/Area/Function	ISO 9001:2015 Clause
	10.30 WIB	B	<p>Sales Department Communication: Interview and document review via Ms Teams application which enable screen sharing. Required documented information may be send prior to audit via email. Evidence needed: Related procedure, quality objectives and achievement, work plan, resources, risk assessment, order handling, internal and external communication, monitoring of performance, evaluation. Method for Document review: Document send by email prior to audit, and the rest is reviewed during audit session using share screen. Auditor will read and review the document to see the conformity with audit criteria Method for Interview: Auditor and auditee(s) will communicate through Ms Teams applications that enables to perform video call Method for Site tour/Field Observation: If necessary, auditee will use phone for video call to achieve expected mobility, and shows the site condition</p>	ISO 9001:2015 clause 6, 7, 8, 9,10
	12.00 WIB		Break	
	13.00 WIB	B	<p>Service Department Communication: Interview and document review via Ms Teams application which enable screen sharing. Required documented information may be send prior to audit via email. Evidence needed: Related procedure, quality objectives and achievement, work plan, resources, risk assessment, order handling, internal and external communication, monitoring of performance, evaluation. Method for Document review: Document send by email prior to audit, and the rest is reviewed during audit session using share screen. Auditor will read and review the document to see the conformity with audit criteria Method for Interview: Auditor and auditee(s) will communicate through Ms Teams applications that enables to perform video call Method for Site tour/Field Observation: If necessary, auditee will use phone for video call to achieve expected mobility, and shows the site condition</p>	ISO 9001:2015 clause 6, 7, 8, 9,10
	14.30	B	<p>Human Capital & Office Operations Communication: Interview and document review via Ms Teams application which enable screen sharing. Required documented information may be send prior to audit via email. Evidence needed: Related procedure, quality objectives and achievement, work plan, resources, risk assessment, competence mapping, training plan and realization, internal and external communication, monitoring of performance, evaluation.</p>	ISO 9001:2015 clause 6, 7, 8, 9,10

Date	Time	Auditor/ Auditee	Process/Area/Function	ISO 9001:2015 Clause
			Method for Document review: Document send by email prior to audit, and the rest is reviewed during audit session using share screen. Auditor will read and review the document to see the conformity with audit criteria Method for Interview: Auditor and auditee(s) will communicate through Ms Teams applications that enables to perform video call Method for Site tour/Field Observation: If necessary, auditee will use phone for video call to achieve expected mobility, and shows the site condition	
	17.00 WIB		End of audit day 7	
Day 8 15/03/2023	09.00 WIB	C	Parts Department (including Warehouse) Communication: Interview and document review via Ms Teams application which enable screen sharing. Required documented information may be send prior to audit via email. This session may include site observation through video call. Evidence needed: Related procedure, quality objectives and achievement, work plan, resources, risk assessment, stock inventory, warehouse management, order handling, internal and external communication, monitoring of performance, evaluation. Method for Document review: Document send by email prior to audit, and the rest is reviewed during audit session using share screen. Auditor will read and review the document to see the conformity with audit criteria Method for Interview: Auditor and auditee(s) will communicate through Ms Teams applications that enables to perform video call Method for Site tour/Field Observation: If necessary, auditee will use phone for video call to achieve expected mobility, and shows the site condition	ISO 9001:2015 clause 6, 7, 8, 9,10
	12.00		Break	
	13.00		Verify pending data	
	15.00		Report preparation	
	16.00		Closing meeting at site	
	17.00		End of audit	

Many thanks for your cooperation.

Trakindo Harus Bisa!!!
One Team One Goal

Thanks,

Best Regards

Istiqomah Safitringrum

Quality Management & Strategic Alignment – Office of Strategy Management (OSM)

PT Trakindo Utama

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