

ITINERARY

Day 26 July 2018

TIME	SITE	BUILDING or AREA	ORGANIZA-TIONAL OR FUNCTIONAL UNIT	ORGANISATION PROCESS DESCRIPTION or DOCUMENTED MANAGEMENT SYSTEM ELEMENT	PIC	Remarks
05.45-08.35	Banjar-masin Branch			Travel Jakarta to Banjarmasin		
10.00-10.10	Banjar-masin Branch	Meeting Room	Opening Meeting	Opening Meeting against defined AJA Agenda in Opening Meeting Checklist and Company description of any changes in the products processes and activities since the time of the last audit visit. Company description of any changes in the documented Management Systems since the time of the last audit visit. Company description of any complaints or legal non-compliances occurring since the last audit visiting. Confirming the objectives of the audit.	All Dept Head & Management	
10.10-11.00	Banjar-masin Branch	Activities / process within scope	Tour of site	Evaluation of site specific conditions, observed onsite and review site plans. Client shall provides the latest site map.	ABP, CB, HIS, KR	
11.00-12.00	Banjar-masin Branch	Meeting Room	Head of Branch / SHE Reps	Audit discussions and review of the organization's determination of the context of the operations and the identification of External and Internal Interested Parties as well as the Needs and Expectations arising. Discussions and review of the organization's identification of Risk and Opportunities to be addressed by the Management System Audit discussion and review of Top Management's approach to Leadership including review and discussion of the committed Policy. Review of Hazards/Risks, Environmental aspects with live cycle perspectives. Review compliance obligation, Review of implementation of operation processess, Review of Emergency Preparedness and Response, Review of Monitoring, measurement, analysis and evaluation activities. Incident Investigation. Review of Waste Management, OHS Operation Control, Permit to Work, Review Internal audit, Management Review activities, Review the system of identifying non-conformances and corrective actions,	ABP, CB, KR	
12.00	Working Lunch/Lunch break					
13.00-17.00	Banjar-masin Branch	Office Operation	Office Operation Support / HRGA & Facility, Hazardous Waste Storage	Review Action to address Risk & Opportunity, Review of HIRA-ERA with Life Cycle Perspectives, Review of Objective, Target, Programme, Verify operational control procedure associated with the identified significant aspects / hazards including its measurement and monitoring, Review of Waste Management, Review of Information of potential environmental impacts and OHS Operation Control, Review of Hazardous waste, Review of Emergency Preparedness and Response procedure implementation, Permit to Work, Review of resources, roles, responsibility, accountability and authority, competency, training and awareness, Communication, Participation and Awareness	AWB, DS, SW, KR, SB, ZR	
13.00-17.00	Banjar-masin Branch	Meeting Room	Head of Branch / SHE Reps	Continue	ABP, CB, KR	
17.00	End of day one					

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Day 27 July 2018

TIME	SITE	BUILDING or AREA	ORGANIZA-TIONAL OR FUNCTIONAL UNIT	ORGANISATION PROCESS DESCRIPTION or DOCUMENTED MANAGEMENT SYSTEM ELEMENT	PIC	Remarks
08.00-12.00	Banjar-masin Branch	Services Workshop	Services, including Field Visit	Review Action to address Risk & Opportunity, Review of HIRA-ERA with Life Cycle Perspectives, Review of Objective, Target, Programme, Verify operational control procedure associated with the identified significant aspects / hazards including its measurement and monitoring measures including Review of Waste Management, OHS Operation Control, Review of Emergency Preparedness and Response procedure implementation	SW, SG, TGH	
08.00-12.00	Banjar-masin Branch	Parts Warehouse	Parts Dept Warehouse, Open Yard, Tool Room)	Review Action to address Risk & Opportunity, Review of HIRA-ERA with Life Cycle Perspectives, Review of Objective, Target, Programme, Verify operational control procedure associated with the identified significant aspects / hazards including its measurement and monitoring, Review of Waste Management, Review of Information of potential environmental impacts and OHS Operation Control, Review of chemical & hazardous waste, Review of Emergency Preparedness and Response procedure implementation, OHS Operation Control, calibration and maintenance activities	KHF, TGM	
12.00	Working Lunch/Lunch break					
13.00-15.00	Banjar-masin Branch	EM Room	EM	Review Action to address Risk & Opportunity, Review of HIRA-ERA with Life Cycle Perspectives, Review of Objective, Target, Programme, Verify operational control procedure associated with the identified significant aspects / hazards including its measurement and monitoring measures including Review of Waste Management, OHS Operation Control, Review of Emergency Preparedness and Response procedure implementation	RH, JP	
13.00-15.00	Banjar-masin Branch	Sales Room	Sales	Review Action to address Risk & Opportunity, Review of HIRA-ERA with Life Cycle Perspectives, Review Objectives Target and Programme, Review operational control associated with the identified significant aspects / hazards of OHS including its measurement, monitoring review and analysis. Review of Waste Management, Review of Information of potential environmental impacts and OHS Operation Control	AR, DSO, RMR	
15.00-15.30	Private auditor meeting to review and confirm completion of audit program and to identify any findings to be documented and presented to the company at the Closing Meeting					
15.30-16.00	Banjar-masin Branch	Meeting Room	Closing Meeting for Banjarmasin Branch only	Closing Meeting against the AJA agenda requirements for Multisite Audit, including explanation of any formal findings (no grades) had identified during the audit. Recommendation of audit will be released after all visited sites had been completed audit.	All Dept Head & Management	
16.00	TIME THAT THE AUDIT IS EXPECTED TO BE COMPLETED					

Note:

ABP= Ario Budi Prakoso, AR= Arifuddin Rumalang, AWB= Andy Wahyu Budyarto, CB= Cipto Budiman, DS= Dedy Suhendra, DSO= Doddy Suwondo, HIS= Iwan H Sulistio, JP= Juwita Pratiwi, KR= Khairur Rodji, KHF= M. Khanif Fahmi, RH= Rizali Hadi, RMR= Rullyana Mauludi Rahman, SW= Sarwono, SB= Sugito Buiman, SW= Sulistiawati, SG= Sugito, TGM= Tugiman, TGH= Teguh Dwi Hartono, ZR= Zulfan Rutendi

