

Audit Schedule stage-1

Client's name	PT. Surya Utama Nuansa
Client's address	WeWork Sinarmas MSIG Tower 37 Floor, Jl. Jend. Sudirman Kav. 21, Setiabudi, Jakarta 12920
Infrastructure project Title	Rural Electrification Project in Tanjung Jabung Barat Regency (16 MWP)
Location of Projects	Tanjung Jabung Barat, Jambi, Indonesia
Scope of Infrastructure	<input type="checkbox"/> Water resources <input checked="" type="checkbox"/> Energy <input type="checkbox"/> Solid waste management <input type="checkbox"/> Transport Nodes, networks and fleet <input type="checkbox"/> Communication networks <input type="checkbox"/> Social Infrastructure <input type="checkbox"/> Food systems <input type="checkbox"/> Mining and extractive industries
Stage / Phase of Project	<input checked="" type="checkbox"/> Pre construction <input type="checkbox"/> Construction <input type="checkbox"/> Commission <input type="checkbox"/> Operation
Project representative	Mr. Nikesh Haresh Shamdasani
Audit date	31 Oktober – 1 November 2019
Audit team leader	Boby Arief Hendradjaja (BA)
Audit team	Veldy VERDIYANSYAH ARMITA(VV)
	Yuli Hartono (Expert) (YH)

Date / Time ¹⁾		Activities	PIC	Dialogue partner / Guide ²⁾	Reff
Audit day -1					
1.	09:00-09:30	Opening meeting	BA	Project team	
2.	09:30-12:00	Review the Materiality Assessment of Management and Oversight included its related reports	BA, VV	Project Owner / Project Manager	G.1.1 ~ G.1.8
3.	12:00-13:00	Break			
4.	13:00-15:00	Review the Materiality Assessment of Sustainability and Resilience Management included Its related reports	BA		G.2.1 ~ G.2.6
5.	13:00-15:00	Review the Materiality Assessment	VV		G3.1 ~ G3.3

Audit Schedule stage-1

Date / Time ¹⁾		Activities	PIC	Dialogue partner / Guide ²⁾	Reff
Audit day -1					
		of Stakeholder Engagement, Anti-corruption and Transparency included its related reports			G4.1 ~ G4.2
6.	15:00-16:00	Team audit meeting	BA, VV		
7.	16:00	End of day 1			
Audit day -2					
8.	09:00-12:00	Review the Materiality Assessment of Human Right, Labour Righth & Working condition	BA, YH		S1.1 ~ S1.3 S2.1 ~ S2.9
9.	09:30-12:00	Review the Materiality Assessment of Community protection, Customer focus, Community involment and Socio-economic Development	VV		S3.1 ~ S3.5 S4.1 ~ S4.4 S5.1 ~ S5.3
10.	12:00-13:00	Break			
11.	13:00-15:00	Review the Materiality Assessment of Climate, Biodiversity and Ecosytem and Resource management	BA, YH		E1.1~E1.2 E2.1~E2.3 E3.1~E3.5
12.	13:00-15:00	Review the Materiality Assessment of Pollution, Land use and Landscape	VV		E4.1~E4.5 E5.1~E5.3
13.	15:00-16:00	Team audit meeting			
14.	16:00-17:00	Closing meeting			
15.	17:00	End of Audit			

Distribution

Organization, audit team, audit documentation,

Editor

Date:

Person in charge:

Explanations:

Explanations:

The Stage 1 audit is conducted in order to

- audit the management system documentation of the organization,
- assess the premises (site) and premises-specific conditions of the organization and to hold discussions with the personnel, in order to determine the preparedness for the Stage 2 audit,
- review the client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system,
- to collect necessary information regarding the scope of the management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client's operation, associated risks, etc.),
- to review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit,
- to provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects,
- to evaluate if the internal audits and management review are being planned and performed, and that the level of implementation of the management system substantiates that the client is ready for the stage 2 audit.

Stage 1 audit findings shall be documented and communicated to the client, including identification of any areas of concern that could be classified as nonconformity during the stage 2 audit.

In determining the interval between Stage 1 and Stage 2 audits, consideration shall be given to the needs of the client to resolve areas of concern identified during the Stage 1 audit.

As a result it may be necessary for the certification body to revise its arrangements for Stage 2, e.g. arrangements regarding time needed for the audit, audit team, number of locations etc.

Any objections to the planned form of the audit should be discussed and solved between the company and the audit team leader before the audit. Any objections to members of the audit team must be communicated to the certification body.

All members of the audit team have declared to the certification body in writing that they will keep confidential all information which becomes known to them during the course of the audit and that no inappropriate conflict of interest exists (see Annex).

Enclosure (for certification body only):

- List of participants (opening/ closing meeting)
- Declaration of impartiality/confidentiality