

Company Name	: DINAS PARIWISATA DAN EKONOMI KREATIF PROVINSI NUSA TENGGARA TIMUR		
Company Address (all sites in scope)	: Jl. Frans Seda No. 72, Kayu Putih, Kec. Oebobo, Kota Kupang, Nusa Tenggara Timur 85228		
Audited Addresses	: Jl. Frans Seda No. 72, Kayu Putih, Kec. Oebobo, Kota Kupang, Nusa Tenggara Timur 85228		
Audit Date	: 01.12.2023	Standard	ISO 9001:2015
Audit Type	<input type="checkbox"/> Certification <input type="checkbox"/> Re-Certification <input checked="" type="checkbox"/> Surveillance <input type="checkbox"/> Other		
	<input type="checkbox"/> Integrated <input type="checkbox"/> Multi-site		
Sort of Audit	<input type="checkbox"/> Party Based <input type="checkbox"/> Serial Production		
Accreditation	<input type="checkbox"/> TÜRKAK <input checked="" type="checkbox"/> IAS <input type="checkbox"/> HAK <input type="checkbox"/> No Accreditation		
Audit Scope and Its Limits	: PROVISION OF ADMINISTRATION STATE I.E. TOURISM AND CREATIVE ENTERPRISE OFFICE		
EA –NACE Category Sector Codes	: EA 36 – NACE 84.13	Nonapplicable Clauses :	8.3
		Audit Location	<input type="checkbox"/> Desk <input checked="" type="checkbox"/> On-Site
SOA Date	: -	SOA Revision	:
OHS Expert / Environmental Expert	: -	Company's doctor	: -
Occupational Health and Safety Employee Representative(s)	: -	Managers in Charge of Occupational Health and Safety/	: -
Number of Employees	: 9	Company Representative, Position	: Joni Rohi, Head Of Organization
Employee Number Within Scope of Management System	: 9	Energy Executive(s)	: -
Legal Terms and Regulations	:		
Audit Team	Lead Auditor	: Temter Ganda	
	Auditor(s)	: -	
	Expert(s)	: -	
	Islamic Affair Expert (s)	: -	
	Observer(s)	: -	

Audit Result

<input type="checkbox"/>	The management system meets the requirements of the standard. Issuing/maintenance of certificate is recommended.
<input checked="" type="checkbox"/>	The management system meets the basic requirements of the standard. Issuing/maintenance of certificate is recommended on the condition that the corrective action plans regarding the identified nonconformities are approved.
<input type="checkbox"/>	Regarding to Halal Food Management System; there is no segregation in classification of nonconformities as Minor / Major however, certificate issuance is suggested on condition that all obtained nonconformities are closed.
<input type="checkbox"/>	The management system have significant nonconformities. Issuing/maintenance of certificate is recommended on condition that delivery of closing-off evidences and confirmation of those closing off activities in order to verify elimination of all detected nonconformities.
<input type="checkbox"/>	There are significant nonconformities in the management system. Follow-up audited should be conducted to confirm all nonconformities are eliminated.
<input type="checkbox"/>	Suspension of certificate is recommended.
<input type="checkbox"/>	Issuing/maintenance of certificate is recommended only after broadening/narrowing the scope.
<input type="checkbox"/>	Maintenance of certification is recommended only after legal entity name/address change.

1. Audit Objectives

- To determine if the management system conforms to the requirements of the standard, and if it is competent and effective.
- To evaluate the ability of the management system to meet the applicable statutory, regulatory and contractual requirements from the organization.
- To determine the commitment of the organization to policies, targets and procedures.
- To evaluate the effectiveness of the management system in achieving organizational targets.
- To identify potential improvement areas of the management system where applicable.

2. Audit Method

The audit team conducted the audit in the scope of the requirements of the standard and the management system documentation using a process-based sampling method, and thus achieved the audit objectives.

Methods used in the audit: interviews, observation of activities, and review of documentation and records.

3. General Evaluation of the System

	Yes	No	Out of Control
1) The management system documentation conforms to the requirements of the standard, and is in a form to ensure the applicability and sustainability of the management system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Management review is conducted in a way to cover the conformity, adequacy and effectiveness of the management system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Internal audits are conducted in a way to ensure the management system conforms to the requirements of the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Have the risks and opportunities been identified and dealt with? Have corrective or preventive actions been taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) The organization takes corrective/preventive actions for emerging/potential accident nonconformities in its processes (including customer complaints).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) The organization uses certificates and brands appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Top management realize the necessary commitment and works to provide and improve the QMS requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8) The organization monitors and analyzes customer satisfaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) The organization has determined significant environmental aspects and impacts, and continuously addresses them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) The legal conditions and obligations that the organization is obliged to comply with for the environmental management system are determined and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) The organization has interviewed critical personnel (s) with legal responsibility for occupational health and safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) The organization has defined hazards, conducted risk analysis, identified measures, and continuously addresses them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) The organization has determined significant energy aspects and impacts, and continuously addresses them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) The organization has determined and applied regulatory and other applicable requirements related to energy usage, consumption and efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) The organization has performed energy review and provide its maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Has the organisation continuously improve the EnMS conformity, sufficiency and efficiency? and has the organisation make progress for continuous energy performance improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Has the organisation obtained significant energy consumption fields?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18) Are the EnMS Risk Identification, Processing and Assessment be performed ?			<input type="checkbox"/>
19) The organization has determined and applied regulatory and other requirements applicable to information security risks and impacts, and conforms to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20) Information security risk management is carried out in a way to conform to the requirements of the standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21) Control objectives and controls of risk assessment and risk treatment processes have been determined, and are effectively implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22) The statement of applicability has been prepared in conformity with the requirements of the standard, and is implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23) Threats towards resources and gaps related to information security and their effects on the organization are handled in conformity with the procedures, policies, purposes and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24) The organization has established and is implementing its prerequisite programs (related references will be written). The organization has established, is using and maintaining its prerequisite programs to develop safe products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25) In this section, the method used to determine CCPs and OPRPs and the conformity of the method will be stated. Whereas, regulatory conformity will be confirmed in Stage 1 audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26) The organization has formed its food safety team of employees from all functions, and has given them the required trainings. The food safety team has the required knowledge and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27) The organization measures satisfaction levels related to its complaints handling process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28) Are the records of nonconforming products existing and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29) Are the cleaning materials and disinfectants utilized for the cleaning of the equipment in the workplace suitable for halal conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30) Does the company use subcontractors for the tests that cannot be done at the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31) Are the greases used in the production equipment suitable for food production and for halal conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32) Is the packaging of the final product comply with the requirements of the related legal and halal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33) Is it being careful not to deteriorate the cold chain in the storage and transportation. Are the refrigerated vehicles used in the transport and the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

stockinettes (if they are used) designed in accordance with the product specifications and the halal requirements?			
34) Is it being careful not to deteriorate the cold chain in the storage and transportation. Are the refrigerated vehicles used in the transport and the stockinettes (if they are used) designed in accordance with the product specifications and the halal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35) Are floors and walls of the cold stores suitable for cleaning? Are there related cleaning plans? Are temperature control checks performed? Are related records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36) Are there precautions taken against cross-contamination? What are the related records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37) Is the floor of the workplace easily cleanable? Are dirty and clean areas defined? Have the cleaning plans related to such areas been formed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38) Is the packaging of the final product comply with the requirements of the related legal and halal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39) Does the company documental system have Pre-requisite programmes and Operational Pre-requisite programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40) Are the critical control points be available and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41) Are the raw material and other input materials included within certification scope be assessed with regards to Halal principles and be controlled and appropriately recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42) Are the Halal control points be monitored effectively and be recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43) Is the requirement of determination and analysis for raw materials, intermediate products, final products and / or materials that come into contact with the product within the scope of Halal Certification questioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44) Are there any records of the documentation verified by the audit team during the Field Audit? (For example ; Supplier halal documents ,MSDS forms, Food compliance certificates etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Related standards:</i> 1, 2, 3, 4, 5, 6; all standards 7, 8 ISO 9001, 9, 10; ISO 14001, 11, 12; ISO 45001, 13, 14, 15, 16, 17, 18; ISO 50001, 19, 20, 21, 22, 23; ISO 27001; 24, 25, 26 food safety 27; ISO 10002, 28 – 44; queries for OIC / SMIIC 1: 2019 are going to be questioned.			

4. Nonconformities

Total Number of Nonconformities	1	Total Number of Minor Nonconformities	1	Total Number of Major Nonconformities	0
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5. Strengths

1. Komitmen Top Manajemen untuk mencapai kepuasan pelanggan dipenuhi melalui operasional yang telah dilaksanakan dan dipantau keberterimaanya.
2. Sumber daya untuk operasional telah mencukupi untuk memenuhi kebutuhan pelanggan.

6. Fields open to improvement

1. Peluang peluang pada operasional pelayanan perlu digali lagi.

7. Changes occurred in the organization following the Previous Audit

1. -
- 2.

8. Status of Nonconformities Identified in the Previous Audit

- ☐ No nonconformity was detected in the previous audit.
- ☒ Nonconformities detected in the previous audit have been reviewed and corrective actions analysed.
- ☒ Nonconformities have been closed.
- ☐ Nonconformities are still not corrected; now they are registered as major nonconformities.

9. Evaluation of the system throughout the Certification Period

This section is established in order to state 3 years assessment and improvement tendency of clauses below, at re-certification audits.

5.2 Policy (amendments)

6.1 Quality objectives (improvement)

6.3 Planning of Amendments

9.1.2 Customer Satisfaction (improvement)

10.2 Nonconformity and corrective activities (improvement)

Additional comments related to development of Quality system.

10. Any deviation in the audit plan and its reasons

No

11. Unresolved issues

No

12. Significant situations that affects the audit plan

NA

13. Issues to Consider in the Next Audit

1. Kebijakan mutu yang telah ditetapkan dapat dilakukan komunikasi secara periodik dan dimasukkan dalam tabel rencana komunikasi.
2. Pemenuhan kompetensi yang sudah dilakukan dapat ditambahkan dengan kompetensi operasional seperti refresh atau dengan metode lain melalui tabel rencana pelatihan.
3. Risiko dalam operasional pelayanan sudah dilaksanakan perlu dipantau untuk menetapkan program pengendaliannya.

14. Findings Related to Evidence of Continual Improvement in Energy Performance as a whole (Findings on a sustained energy performance improvement)

NA

15. Evaluate the energy performance improvement by comparing the EnPIs values with the corresponding EnB

NA

16. Significant circumstances for the Recertification decision

(Evaluate all significant changes, including evidence of a continuous energy performance improvement, changes in Energy Management System Inspection or Recertification Audits, SEUs, facilities, equipment, systems and processes)

NA

17. Within the scope of ISO 45001 audits; recording the interview notes as a result of the interview with the critical personnel(s) who have legal responsibility for the occupational health and safety of the customer.

18. Certificate Validity

On the conditions that the management system certified by SZUTEST is used effectively and operated in conformity with the Certification and Trademark Usage Procedure and the General Conditions Text, and the surveillance audits detailed in the Surveillance Audit Plan and to be conducted on the following dates result successfully, it will be valid for three years.

1.Surveillance July /2022


2.Surveillance July /2023

Re-certification

July /2024

19. Annex

1. FR.SB.55 Opening / Closing Meeting Record Form
2. FR.SB.18 Corrective Action Form
3. Audit Checklist Form of Revelant Standard
4. Audit Summary of Revelant Standard
5. Surveillance Audit Plan of Revelant Standard

	Name-Surname/Position	Signature	Report Date
Prepared by	Temter Ganda / Lead Auditor		01.12.2023
Audit Team Member 1			
Audit Team Member 2			