



**SUBHOLDING
REFINING & PETROCHEMICAL**






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GENERAL PROCEDURE

PROJECT AUDIT PROGRAM & SCHEDULING PROCEDURE

**ENGINEERING TECHNICAL STANDARDS & PROCEDURES
PT KILANG PERTAMINA INTERNASIONAL
DIREKTORAT PROYEK INFRASTRUKTUR**

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1. INTRODUCTION

This General Procedure establishes the minimum requirements for project quality management that meets the needs of Projects.

2. SCOPE

2.1 This procedure is to establish the requirements for the planned periodic audits and focused audits to be carried out by CONTRACTOR to verify compliance with all quality requirements established for the control of subcontractors, vendors, and CONTRACTOR'S work for the PROJECT.

2.2 This procedure is applied to internal and external audits on the Project.

3. CONFLICTS AND DEVIATIONS

3.1 Any conflicts between this standard and other applicable Engineering Technical Standards & Procedures (ETSP), or OWNER standard, codes, and forms shall be resolved in writing by OWNER

3.2 All direct requests to deviate from this standard (ETSP) in writing to OWNER, who shall follow internal OWNER procedure and forward such requests to OWNER for approval

4. ABBREVIATIONS

4.1 Abbreviations used for this specification shall have the following definitions:

CAR	Corrective Action Request
CDBS	Computerized Data Base System

1. PENGANTAR

Prosedur Umum ini menetapkan persyaratan minimum manajemen mutu proyek untuk memenuhi kebutuhan Proyek.

2. LINGKUP

2.1 Prosedur ini menetapkan persyaratan untuk rencana audit berkala dan fokus audit yang akan dilakukan KONTRAKTOR untuk memverifikasi kepatuhan terhadap semua persyaratan mutu yang ditetapkan untuk pengendalian subkontraktor, *vendor*, dan pekerjaan KONTRAKTOR pada PROYEK.

2.2. Prosedur ini diterapkan untuk audit internal dan eksternal pada Proyek.

3. KONFLIK DAN DEVIASI

3.1 Apabila terdapat konflik antara standar ini dengan *Engineering Technical Standards & Procedures* (ETSP) yang berlaku lainnya, atau standar, kode dan formulir PEMILIK, maka harus dibuatkan solusi secara tertulis oleh PEMILIK

3.2 Semua permintaan penggunaan standar yang berbeda dari standar ini (ETSP), harus diajukan kepada PEMILIK secara tertulis dengan mengikuti prosedur internal PEMILIK untuk mendapatkan persetujuan

4. SINGKATAN

4.1 Singkatan yang digunakan pada spesifikasi ini harus memiliki definisi sebagai berikut:

CAR	Permintaan Tindakan Korektif
CDBS	<i>Computerized Data Base System</i>

NCR	Non-Conformance Report	NCR	Laporan Ketidaksesuaian
QMS	Quality Management System	SMM	Sistem Manajemen Mutu

5. DEFINITIONS

The following words shall have these special meanings when used herein:

Audit plan	Description of the activities and arrangements for an audit.
Audit Team	One or more persons conducting an audit, supported if needed by technical expert
Auditor	Person who conducts an audit
Auditee	Organization as a whole or parts thereof being audited.
PQA Auditor	An individual qualified from the home office or Site through training or experience to perform a project quality audit. As applicable, the PQA (Project Quality Audit) auditors shall be equipped with a warrant explaining the audit scope, purpose, method and reporting obligation.

CONTRACTOR Defined as the Organization to which PT Kilang Pertamina Internasional assign the work.

5. DEFINISI

Penggunaan kata-kata berikut harus memiliki arti khusus sebagai berikut:

<i>Audit plan</i>	Deskripsi aktivitas dan pengaturan untuk suatu audit.
Tim Audit	Satu atau lebih orang yang melakukan audit, dapat didukung oleh tenaga ahli bila dibutuhkan
Auditor	Orang yang melaksanakan audit
Auditee	organisasi secara keseluruhan atau bagian daripadanya yang diaudit
Auditor PQA	Individu dari kantor pusat atau <i>Site</i> yang memenuhi syarat melalui pelatihan atau pengalaman untuk melakukan audit mutu proyek. Sesuai ketentuan, auditor PQA (Project Quality Audit) harus dibekali dengan surat tugas yang berisi lingkup audit, tujuan, metode audit, dan kewajiban pembuatan laporannya.

KONTRAKTOR Didefinisikan sebagai Organisasi yang ditugaskan oleh PT Kilang Pertamina Internasional.


OWNER	Owner of the Plant is defined as PT Kilang Pertamina Internasional.	PEMILIK	Pemilik pabrik adalah PT Kilang Pertamina Internasional.
SUBCONTRACTOR	means any and all persons, firms, partnerships, companies, bodies, entities or a combination who are hired by CONTRACTOR to perform a specific site activities as part of the overall project.	SUBKONTRAKTOR	mempunyai arti setiap dan semua orang, firma, kemitraan, perusahaan, badan, entitas atau kombinasi yang dikontrak oleh KONTRAKTOR untuk melakukan aktivitas pada lokasi tertentu sebagai bagian dari keseluruhan proyek.
VENDOR	means any and all persons, firms, partnerships, companies, bodies, entities or a combination thereof including manufacturer, sub-vendors and suppliers, who are providing GOODS, and the successors and assigns of such persons, firms, partnerships, companies, bodies, entities or a combination thereof	VENDOR	mempunyai arti setiap dan semua orang, firma, kemitraan, perusahaan, badan, entitas atau kombinasinya termasuk pabrikan, sub-vendor dan pemasok, yang menyediakan BARANG, dan penerusnya dengan penugasan dari orang, firma, kemitraan, perusahaan, badan, entitas atau kombinasinya.
shall	Indicates that the statement is mandatory	<i>shall</i>	Menunjukkan bahwa pernyataan itu wajib
should	Indicates a recommendation	<i>should</i>	Menunjukkan rekomendasi

6. CODES AND STANDARDS

The following Codes, Standard and Specifications apply to this specification. When an edition date is not indicated for a code or standard or any update in codes and standards in this specification document, the latest edition and addendum in force at the time of purchase shall apply. Material & equipment shall be as a specification or

6. KODE DAN STANDAR

Kode, standar, dan spesifikasi berikut berlaku untuk spesifikasi ini. Kode dan standar harus menggunakan edisi yang terbaru atau edisi yang berlaku pada saat pembelian. Material & peralatan harus sesuai spesifikasi atau setara dengan yang disetujui oleh PEMILIK.

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an equal approved by OWNER.

ISO 9001:2015	Quality Management System - Requirements	ISO 9001:2015	Sistem Manajemen Mutu - Persyaratan
ISO 19011:2018	Guidelines for auditing management systems	ISO 19011:2018	Pedoman untuk mengaudit sistem manajemen
RP-ETP-QA-GP-0002	Project Management System (PQMS)	RP-ETP-QA-GP-0002	Project Management System (PQMS)
RP-ETP-QA-GP-0004	Preventive & Corrective Action Procedure	RP-ETP-QA-GP-0004	Preventive & Corrective Action Procedure

7. PRINCIPLES OF AUDITING

- 7.1 Integrity: the foundation of professionalism
- 7.2 Fair presentation: the obligation to report truthfully and accurately
- 7.3 Due professional care: the application of diligence and judgment in auditing
- 7.4 Confidentially: security of information
- 7.5 Independence: the basis for the impartiality of the audit and objectivity of the audit conclusions
- 7.6 Evidence-based approach: the rational method for reaching reliable and reproducible audit conclusions in a systematic audit process
- 7.7 Risk-based approach: an audit approach that considers risks and opportunities

8. COMPETENCE

Competent individual should be assigned to manage the audit programme.

- 8.1 Lead Auditor shall have minimum:
 - a. Lead Auditor certificate for QMS –

7. PRINSIP – PRINSIP MENGAUDIT

- 7.1 Integritas: landasan profesionalisme
- 7.2 Penyajian yang wajar: kewajiban untuk melaporkan secara jujur dan akurat
- 7.3 Kehati-hatian profesional: penerapan ketekunan dan penilaian dalam audit
- 7.4 Rahasia: keamanan informasi
- 7.5 Independensi: dasar untuk ketidakberpihakan audit dan objektivitas kesimpulan audit
- 7.6 Pendekatan berbasis bukti: metode rasional untuk mencapai kesimpulan audit yang andal dan dapat direproduksi dalam proses audit yang sistematis
- 7.7 Pendekatan berbasis risiko: pendekatan audit yang mempertimbangkan risiko dan peluang

8. KOMPETENSI

Individu yang kompeten harus ditugaskan untuk mengelola program audit.

- 8.1 Lead Auditor harus memiliki minimum:
 - a. Sertifikat *Lead Auditor* untuk QMS – ISO

ISO 9001

- b. 3 (three) years experience of QMS audit in the same project type

8.2 Audit Team Member shall have minimum:

- a. Auditor certificate for QMS – ISO 9001
b. 1 (one) year experience of QMS audit in the same project type

9. RESPONSIBILITY

9.1 Project QA/QC Manager

The Project QA/QC Manager or his representative is responsible for:

- 9.1.1. Review and approve a schedule for conducting Quality Audits which is established by QA Lead Engineer.
9.1.2. Monitoring implementation of the scheduled quality audit and joining in where necessary.
9.1.3. Approval of audit team leader nominated by QA Lead Engineer.
9.1.4. Approval of the Quality Audit Plan, Audit Summary Report and PCAR prepared by the audit team.
9.1.5. Ensure that any follow-up action required is adequately taken in a timely manner.
9.1.6. Report audit result to the Project Manager and inform to OWNER.

9001

- b. 3 (tiga) tahun pengalaman audit QMS dalam jenis proyek yang sama

8.2 Anggota Tim Auditor harus minimum:

- a. memiliki sertifikat auditor minimum untuk QMS – ISO 9001
b. 1 (satu) tahun pengalaman audit QMS pada tipe proyek yang sama

9. TANGGUNG JAWAB

9.1 Project QA/QC Manager

Project QA/QC Manager atau yang mewakili bertanggung jawab untuk:

- 9.1.1 Meninjau dan menyetujui jadwal Audit Mutu yang disusun oleh QA Lead Engineer.
9.1.2 Memantau pelaksanaan audit mutu yang dijadwalkan dan bergabung jika diperlukan.
9.1.3 Mempertimbangkan dan memberi persetujuan ketua tim audit yang dinominasikan oleh QA Lead Engineer.
9.1.4 Persetujuan atas *Quality Audit Plan*, *Audit Summary Report* dan PCAR yang disiapkan oleh tim audit.
9.1.5 Pastikan bahwa setiap tindak lanjut yang diperlukan dilakukan secara memadai pada waktu yang tepat.
9.1.6 Melaporkan hasil audit kepada *Project Manager* dan menginformasikan kepada PEMILIK.

9.2 QA Lead Engineer

The QA Lead Engineer is responsible for:

- 9.2.1 Establish Quality Audit Program. The schedule should show the audit dates for all subcontractors or internal activities to be assessed. Performance on previous audits should influence re-audit schedule.
- 9.2.2 Implementing the Quality Audit Program.
- 9.2.3 Assign audit team leader.
- 9.2.4 Review of the Quality Audit Plan, Quality Audit Report and PCAR (refers to RP-ETP-QA-GP-0004-00-2022 Preventive & Corrective Action Procedure) to be prepared by the audit team.
- 9.2.5 Notify Quality Audit Plan to the auditee including SUBCONTRACTORS and OWNER.
- 9.2.6 Monitoring, expediting, instructing related organization to ensure that any follow-up action required is adequately taken in a timely manner.
- 9.2.7 Report audit result to the Project QA/QC Manager.

9.3 Audit Team Leader

- 9.3.1 Organizing the audit team
- 9.3.2 Providing orientation related with audit scope and guidance necessary to auditors to perform their assigned functions adequately.

9.2 QA Lead Engineer

QA Lead Engineer bertanggung jawab untuk:

- 9.2.1 Menetapkan *Quality Audit Program*. Jadwal menunjukkan tanggal audit untuk semua subkontraktor atau kegiatan internal yang akan dinilai. Kinerja pada audit sebelumnya akan mempengaruhi jadwal audit ulang.
- 9.2.2 Menerapkan *Quality Audit Program*
- 9.2.3 Menetapkan ketua tim audit.
- 9.2.4 Meninjau *Quality Audit Plan*, *Quality Audit Report* dan PCAR (mengacu pada RP-ETP-QA-GP-0004-00-2022 Preventive & Corrective Action Procedure) yang disiapkan oleh tim audit.
- 9.2.5 Memberitahukan *Quality Audit Plan* kepada auditee termasuk SUBKONTRAKTOR dan PEMILIK.
- 9.2.6 Memantau, mempercepat, menginstruksikan organisasi terkait memastikan setiap tindak lanjut yang diperlukan, dilakukan secara memadai pada waktu yang tepat.
- 9.2.7 Melaporkan hasil audit kepada *Project QA/QC Manager*.

9.3 Ketua Tim Audit

- 9.3.1 Mengorganisir Tim Audit
- 9.3.2 Memberikan orientasi yang berkaitan dengan ruang lingkup audit dan bimbingan yang diperlukan bagi auditor untuk menjalankan tugasnya secara memadai.

9.3.3 Review the Audit Checklist.

9.3.3 Meninjau *Checklist* Audit

9.3.4 Providing information of detailed audit plan and schedule to QA Lead Engineer and Project QA/QC Manager for his information.

9.3.4 Memberikan informasi rencana dan jadwal audit terperinci kepada QA *Lead Engineer* dan *Project QA/QC Manager*.

9.3.5 Overseeing the quality audit activities and enforcing the implementation of outstanding corrective actions.

9.3.5 Mengawasi kegiatan audit mutu dan mendorong pelaksanaan tindakan korektif yang belum diselesaikan.

9.3.6 Reporting the audit results with applicable PCARs to QA Lead Engineer and Project QA/QC Manager and notifying the audit result with findings to the auditee's representative.

9.3.6 Melaporkan hasil audit melalui PCAR yang berlaku kepada QA *Lead Engineer* dan *Project QA/QC Manager* dan memberitahukan hasil audit dengan temuan kepada perwakilan auditee.

9.3.7 Follow-up close-out of audit findings

9.3.7 Penutupan tindak lanjut temuan audit.

9.4 Audit Team Member

9.4 Anggota Tim Audit

9.4.1 Preparing the Audit Checklist.

9.4.1 Menyiapkan *Checklist* Audit

9.4.2 Participating in and executing the audit activities under the supervision of the audit team leader.

7.4.2 Melaksanakan kegiatan audit dibawah pengawasan ketua tim audit.

9.4.3 Preparing the Audit Report and the audit finding report, if necessary.

7.4.3 Menyiapkan Laporan Audit dan laporan temuan audit, jika diperlukan.

9.4.4 Following up the audit findings necessary to take action.


7.4.4 Menindaklanjuti temuan audit yang diperlukan untuk mengambil tindakan.

9.5 Auditee's Representative

9.5 Perwakilan Auditee

The auditee's representative is responsible for ensuring the availability and the cooperation of the members of his organization during the audit, for providing a prompt response to audit finding report, and for implementation of corrective

Perwakilan auditee bertanggung jawab untuk memastikan kesiapan dan kerja sama anggota organisasinya selama audit, untuk memberikan tanggapan yang cepat terhadap laporan temuan audit dan untuk pelaksanaan tindakan korektif yang diperlukan sebagai hasil audit.

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action required as a result of the audit.

The auditee's representative shall attend pre and post audit meetings.

Perwakilan auditee harus menghadiri pertemuan sebelum dan sesudah audit.

10. PROCEDURE

10.1 Planning Audit Program

CONTRACTOR will operate QA section as a joint to conduct Project quality audit. Audit team will be organized as Audit Plan. Audit team will audit each function (s) and his implementation of QMS and execution performance comparing with the Contract requirement.

Quality audit shall be scheduled on the basis of the execution status of Project, importance of the activity to be audited and the Project risk areas within audit scope and schedule.

Quality audit plan shall be scheduled annually to Project Audit Schedule by QA Lead Engineer and shall be revised whenever necessary.

A focused audit shall be arranged if there are areas of concern in regard to audit performance. Document & drawing control and material control shall be audited at the early stage of project execution including SUBCONTRACTOR's implementation.

Audit for Engineering and Procurement shall be conducted at the stage of 30%, 60% and 90% of Engineering and Procurement progress of Project.

First Audit for Construction functions and SUBCONTRACTOR shall be conducted within 3 months after their Site mobilization and construction start. Focusing Audit for Construction functions and SUBCONTRACTOR will

10. PROSEDUR

10.1 Perencanaan Program Audit

KONTRAKTOR akan menugaskan bagian QA untuk bersama melakukan audit mutu Proyek. Tim audit akan diorganisir sesuai *Audit Plan*. Tim audit akan mengaudit setiap fungsi, penerapan QMS dan kinerja pelaksanaannya dibandingkan dengan persyaratan Kontrak.

Audit mutu harus dijadwalkan berdasarkan status eksekusi Proyek, kegiatan penting yang akan diaudit dan area risiko Proyek dalam lingkup dan jadwal audit.

Rencana audit mutu harus dijadwalkan setiap tahun pada Jadwal Audit Proyek oleh QA *Lead Engineer* dan harus direvisi bila diperlukan.

Fokus audit harus ditentukan jika ada bidang yang menjadi perhatian sehubungan dengan kinerja audit. Kontrol dokumen & gambar serta kontrol material harus diaudit pada tahap awal eksekusi proyek termasuk penerapannya pada SUBKONTRAKTOR.

Audit untuk *Engineering* dan Pengadaan dilakukan pada tahap progres *Engineering* dan Pengadaan Proyek 30%, 60% dan 90%.

Audit pertama untuk Konstruksi dan SUBKONTRAKTOR harus dilakukan dalam waktu 3 bulan setelah mobilisasi dan konstruksi di *Site* dimulai. Fokus audit untuk Konstruksi dan SUBKONTRAKTOR akan dijadwalkan pada kegiatan kritis atau area

be scheduled for critical activities or concerned areas if necessary.

The Project QA/QC Manager shall review and approve the audit program and the program shall be submitted to OWNER for information. CONTRACTOR inform to OWNER representative when the rescheduling of audits is required.

Quality Audit Plan shall be informed to the auditee minimum one (1) month before its execution and shall be notified to the auditee and OWNER minimum fourteen (14) calendar days before its execution, with a list of audit team members.

Quality Audit will be conducted at head office, Project-Manager's office, Subcontractor's, Vendor's and Project Site.

OWNER may be invited to participate in all audits being carried out by CONTRACTOR. Audit plan for internal organization and subcontractor shall be submitted to the OWNER fourteen (14) calendar days in advance. For VENDOR, audit plan shall be submitted to OWNER minimum one month in advance for his arrangement of observance.

Attachment 1 – Quality Audit Plan shall be used for notification.

10.2 Formation of Audit Team

The audit team leader, who is usually QA Lead Engineer or designated by the Project QA/QC Manager, shall organize audit team.

The audit team leader shall have a good working knowledge of the ISO

terkait jika diperlukan.

Project QA/QC Manager harus meninjau dan menyetujui program audit kemudian program tersebut harus disampaikan kepada PEMILIK sebagai informasi. KONTRAKTOR menginformasikan kepada perwakilan PEMILIK bila penjadwalan ulang audit diperlukan.

Quality Audit Plan harus diinformasikan kepada auditee minimal 1 (satu) bulan sebelum pelaksanaannya dan notifikasi harus disampaikan kepada auditee dan PEMILIK minimal empat belas (14) hari kalender sebelum pelaksanaannya, dengan daftar anggota tim audit.

Audit Mutu dilakukan di kantor pusat, kantor *Project Manager*, Subkontraktor, Vendor dan *Project Site*.

PEMILIK dapat diundang untuk berpartisipasi dalam semua audit yang dilakukan oleh KONTRAKTOR. Rencana Audit untuk organisasi internal dan subkontraktor harus disampaikan kepada PEMILIK empat belas (14) hari kalender sebelumnya. Untuk VENDOR, rencana audit harus disampaikan kepada PEMILIK minimal satu bulan sebelumnya untuk pengaturan kepatuhannya.

Lampiran 1 – *Quality Audit Plan* harus digunakan untuk pemberitahuan.

10.2 Formasi Tim Audit

Ketua tim audit, biasanya *QA Lead Engineer* atau ditunjuk oleh *Project QA/QC Manager*, harus mengorganisir tim audit.

Ketua tim audit harus memiliki pengetahuan kerja yang baik tentang ISO 9001:2015 dan keterampilan yang baik dalam teknik audit.

9001:2015 and sound auditing skill and technique.

Audit team member should be selected on the basis of:

- a. Technical background for the area being audited
- b. Knowledge of auditing skill and technique

Audit team may be organized depend on purpose of the audit as below.

Audit for Engineering related activities:

- a. QA Lead Engineer or his representative
- b. QA Engineer (s)
- c. Head Office Senior Quality Engineer (s)
- d. Engineering Manager or Engineering Lead Engineer (s)
- e. IT Engineer, if required
- f. Planning senior Engineer, if required

Audit for Procurement related activities:

- a. QA Lead Engineer or his representative
- b. QA Engineer (s)
- c. Head Office Senior Quality Engineer (s)
- d. Procurement Manager or Procurement Lead engineer (s)
- e. Procurement Quality Coordinator (s), if required

Audit for Construction, Commissioning including SUBCONTRACTORS and Project Control related activities:

- a. QA Lead Engineer or his representative

Anggota tim audit harus dipilih berdasarkan:

- a. Latar belakang teknis untuk area yang diaudit.
- b. Pengetahuan tentang keterampilan dan teknik audit.

Tim audit dapat dibentuk tergantung pada tujuan audit seperti di bawah ini.

Audit untuk kegiatan terkait *Engineering*:

- a. *QA Lead Engineer* atau perwakilannya
- b. *QA Engineer*
- c. *Senior QA Engineer* Kantor Pusat
- d. *Engineering Manager* atau *Engineering Lead Engineer*
- e. *IT Engineer*, jika diperlukan
- f. *Senior Planning Engineer*, jika diperlukan.

Audit untuk kegiatan terkait *Pengadaan* :

- a. *QA Lead Engineer* atau perwakilannya
- b. *QA Engineer*
- c. *Senior QA Engineer* Kantor Pusat
- d. *Procurement Manager* atau *Procurement Lead Engineer*
- e. *Procurement Quality Coordinator*, jika diperlukan

Audit untuk *Konstruksi, Commissioning* termasuk SUBKONTRAKTOR dan kegiatan terkait *Pengendalian Proyek* :

- a. *QA Lead Engineer* atau perwakilannya

- | | |
|---|---|
| <ul style="list-style-type: none"> b. QA Engineer (s) c. CDBS Supervisor, if required d. QC Lead Engineer (s) of each discipline e. Construction Manager or his representative (s) for construction activities f. Commissioning Manager or his representative for commissioning activities g. Head Office Senior Quality Engineer (s), if required h. Planning senior Engineer, if required i. IT Engineer, if required | <ul style="list-style-type: none"> b. <i>QA Engineer</i> c. <i>CDBS Supervisor</i>, jika diperlukan d. <i>QC Lead Engineer</i> dari setiap disiplin e. <i>Construction Manager</i> atau perwakilannya untuk aktifitas konstruksi f. <i>Commissioning Manager</i> atau perwakilannya untuk aktifitas <i>commissioning</i> g. <i>Senior Quality Engineer</i> Kantor Pusat, jika diperlukan h. <i>Senior Planning Engineer</i>, jika diperlukan. i. <i>IT Engineer</i>, jika diperlukan. |
|---|---|

10.3 Performance

Prior to the audit, all auditee and auditor getting together conduct the opening-audit meeting to confirm the audit scope, present audit plan, introduce the audit member, discuss the audit sequence and plan for the closing-audit meeting, and establish channel of communication.

The opening and closing-audit meeting attendance register shall be maintained.

During the audit, the audit team should collect information relevant to audit area and scope by means of appropriate sampling and the Audit Checklist. The information should be verified, and only verifiable information should be accepted as the audit findings.

10.3 Kinerja

Sebelum audit, seluruh auditee dan auditor berkumpul bersama melakukan *opening-audit meeting* untuk mengkonfirmasi ruang lingkup audit, mempresentasikan rencana audit, memperkenalkan anggota audit, mendiskusikan urutan audit dan rencana untuk *closing-audit meeting* dan menetapkan saluran komunikasi.

Daftar hadir *opening* dan *closing-audit meeting* harus disimpan.

Selama audit, tim audit harus mengumpulkan informasi yang relevan dengan area dan ruang lingkup audit sesuai dengan *Checklist Audit* dan dengan cara pengambilan sampel yang tepat. Informasi tersebut harus diverifikasi, dan hanya informasi yang dapat diverifikasi yang dapat diterima sebagai temuan audit.

Audit shall verify that whether:

- a. Project Quality Management System (PQMS) including each function's Project Execution Plans and Procedures is established and approved base on the Contract Requirement.
- b. Established PQMS is implemented.
- c. PQMS and its implementation is efficient and effective.

Audit for SUBCONTRACTORS, below items should be included in audit checklist, but not limited to:

- a. Quality organization and quality personnel mobilization plan & status
- b. Document drawing control
- c. Identification and traceability of equipment and material
- d. Process control
- e. Inspection, measuring and test equipment control
- f. Control of nonconformance
- g. Quality records control
- h. Training
- i. Material and equipment handling storage and maintenance
- j. Inspection and testing control.

The audit team discusses audit findings with each other at the end of each day auditing.

Audit team leader conducts the post-audit meeting and discusses the audit findings based on the audited evidences. It shall be ensured that audit findings and conclusions are

Audit harus memverifikasi apakah:

- a. Sistem Manajemen Mutu Proyek (PQMS) termasuk Rencana dan Prosedur Eksekusi Proyek masing-masing fungsi sudah ditetapkan dan disetujui berdasarkan Persyaratan Kontrak
- b. PQMS yang telah ditetapkan sudah dilaksanakan
- c. PQMS dan implementasinya efisien dan efektif

Untuk audit pada SUBKONTRAKTOR, hal-hal di bawah ini harus dimasukkan pada *checklist* audit, tetapi tidak terbatas pada:

- a. Organisasi mutu dan rencana serta status pengembangan mutu personil
- b. Kontrol dokumen gambar
- c. Identifikasi dan ketertelusuran dari peralatan dan material
- d. Pengendalian proses
- e. Pengendalian peralatan inspeksi, pengukuran dan pengujian
- f. Pengendalian ketidaksesuaian
- g. Pengendalian rekaman mutu
- h. Pelatihan
- i. Penyimpanan dan pemeliharaan material dan peralatan
- j. Pengendalian inspeksi dan pengujian.

Tim audit mendiskusikan temuan audit satu sama lain pada akhir setiap hari audit.

Ketua tim audit memimpin rapat paska audit dan membahas temuan audit berdasarkan bukti-bukti yang telah diaudit. Harus dipastikan bahwa temuan dan kesimpulan audit dipahami dan diakui oleh auditee.

understood and acknowledged by the auditee. The process of handling of audit finding and consequence shall be introduced.

Audit team leader prepares formal audit corrective action request for finding items after the post-audit meeting and submits them to QA Lead Engineer and Project QA/QC Manager for his review and approval.

Proses penanganan temuan audit dan konsekuensinya harus dijelaskan.

Ketua tim audit menyiapkan formal permintaan tindakan korektif atas temuan audit setelah pertemuan paska audit dan menyerahkannya kepada *QA Lead Engineer* dan *Project QA/QC Manager* untuk ditinjau dan disetujui.

10.4 Report

Auditor records findings in PCAR form.

The approved Audit Report and PCAR shall be transferred to the auditee. The Audit Summary Report with finding report shall be submitted every three (3) months to OWNER for information.

10.4 Laporan

Auditor mencatat temuan menggunakan formulir PCAR

Laporan Ringkasan Audit dan PCAR yang telah disetujui harus disampaikan kepada auditee. Laporan Ringkasan Audit dengan laporan temuan harus disampaikan setiap 3 (tiga) bulan kepada PEMILIK sebagai informasi.

10.5 Follow Up Action

QA Lead Engineer shall prepare and maintain PCAR Log to monitor whether follow up action to be taken in a timely manner.

When the auditee receives the Audit Report with PCAR, he shall response 'disposition' within one week.

Auditor reviews the response. If the response is acceptable, the responsible auditor verifies the corrective actions to the audit findings. In other case, the auditor returns the response to the Auditee with recommending appropriate corrective action to be taken.

The QA Lead Engineer reviews and Project QA/QC Manager finally

10.5 Tindak Lanjut

QA Lead Engineer harus menyiapkan dan memelihara *PCAR Log* untuk memantau apakah tindakan tindak lanjut dilaksanakan tepat waktu.

Ketika auditee menerima *Audit Report* dan *CAR*, auditee harus menanggapi 'disposisi' tersebut dalam waktu satu minggu.

Auditor meninjau tanggapan tersebut. Jika tanggapan dapat diterima, auditor yang bertanggung jawab memverifikasi tindakan korektif terhadap temuan audit tersebut. Dalam kasus lain, auditor mengembalikan tanggapan kepada *Auditee* dengan merekomendasikan tindakan korektif yang tepat untuk dilaksanakan.

QA Lead Engineer melakukan tinjauan dan selanjutnya *Project QA/QC Manager* menyetujui *CAR* yang telah diverifikasi untuk

approves the verified CAR in order to close out.

Audit team leader prepares the closed PCAR and distributes it to auditee. OWNER should receive a status of Open/Closed PCAR when it is required, and the PCAR status shall be logged in Corrective Action Report Log and included in QA/QC status of the Project progress report in accordance with the Contract requirement.

10.6 Management Representative

The Project QA/QC Manager is responsible for ensuring that quality system of CONTRACTOR is implemented and maintained.

He shall check the work of Audit Team and provide guidance to improve the auditing function. He shall discuss the audit findings based on the summary report by the Audit team leader during the Management Review.

10.7 Analysis of Quality Audit Results

The Project QA/QC Manager shall analyze the result of quality audit finding, observation and non-conformances.

He shall prepare the analysis report annually for Quality Audit results and highlight it to the board members for their awareness during Management Review Meeting.

Project QA/QC Manager shall make instruction to the board member for enhancement of quality management system and client satisfaction based on this analysis.

ditutup.

Ketua tim audit menyiapkan penutupan PCAR dan mendistribusikan kepada auditee. PEMILIK akan menerima status PCAR Terbuka/Tertutup bila diperlukan, dan status PCAR harus tercatat ~~dicatat~~ didalam Catatan Laporan Tindakan Korektif dan dimasukkan dalam status QA/QC dari laporan kemajuan Proyek sesuai dengan persyaratan Kontrak.

10.6 Management Representative

Project QA/QC Manager bertanggung jawab untuk memastikan bahwa sistem mutu KONTRAKTOR sudah diterapkan dan dipelihara.

Project QA/QC Manager harus memeriksa pekerjaan Tim Audit dan memberi arahan untuk peningkatan fungsi audit. *Project QA/QC Manager* harus melakukan pembahasan temuan audit berdasarkan laporan ringkasan dari ketua tim Audit selama Tinjauan Manajemen.

10.7 Analisis Hasil Audit Mutu

Project QA/QC Manager harus menganalisis hasil dari temuan audit mutu, pengamatan dan ketidaksesuaian.

Project QA/QC Manager harus menyiapkan laporan analisis hasil Audit Mutu setiap tahun dan menyampaikan hal penting ini kepada anggota dewan sebagai *awareness* pada Rapat Tinjauan Manajemen.

Project QA/QC Manager harus memberi informasi kepada anggota dewan untuk peningkatan sistem manajemen mutu dan kepuasan klien berdasarkan hasil Analisa yang dilakukan.



Engineering Technical
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**SUBHOLDING
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The Project QA/QC Manager assesses the Project Quality Management System (PQMS) and implements changes where the PQMS can be improved.

Project QA/QC Manager memberikan penilaian Sistem Manajemen Mutu Proyek (PQMS) dan melaksanakan perubahan agar PQMS dapat ditingkatkan.


10.8 Document Control

Documents mentioned in this procedure shall be numbered and controlled in accordance with the Quality Records Control Procedure.

10.8 Pengendalian Dokumen

Dokumen yang disebutkan dalam prosedur ini harus diberi nomor dan dikendalikan sesuai dengan Prosedur Pengendalian Rekaman Mutu.

Dokumen sesuai dengan aslinya, dicetak pada tanggal 11/06/2026 17:23:38 oleh

 Engineering Technical Standards & Procedures	SUBHOLDING REFINING & PETROCHEMICAL	Doc. No. : RP-ETP-QA-GP-0005-00-2022
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Attachment 1 – Quality Audit Program

Lampiran 1 – Quality Audit Program

	QUALITY AUDIT PROGRAM (QAP)	(other logo)
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Updated Date / Rev. No:.....

QAP Objective :	Risk & Opportunity related :
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No.	Audit Name	Audit Scope	Schedule												Audit Type	Audit Criteria	Audit Method	Auditee	Status	Others	
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12							

Prepared by	Approved by
<u>(name)</u> Tittle	<u>(name)</u> Tittle

Dokumen sesuai dengan aslinya, dicetak pada tanggal 11/06/2026 17:23:38 oleh

 Engineering Technical Standards & Procedures	SUBHOLDING REFINING & PETROCHEMICAL	Doc. No. : RP-ETP-QA-GP-0005-00-2022
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Attachment 2 – Quality Audit Plan

Lampiran 2 – Quality Audit Plan


	QUALITY AUDIT PLAN	(other logo)
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Doc. No. :	Type of Audit <input type="checkbox"/> Internal <input type="checkbox"/> External	
Project / Auditee :	Lead Auditor Name :	
Scope of Audit :	Member Auditor Name: 1.	
Audit Method :	2.	3., etc.
Audit Criteria :		
Audit Objective :		
Audit Location :		
Opening meeting : (day), (date), (time)	Closing Meeting : (day), (date), (time)	

No.	Date	Time	Auditor	Auditee	Area / Process / Function	Location	Others

Prepared by	Approved by
_____ (name) Lead Auditor	_____ (name) Project Manager

Dokumen sesuai dengan aslinya, dicetak pada tanggal 11/06/2026 17:23:38 oleh

 Engineering Technical Standards & Procedures	SUBHOLDING REFINING & PETROCHEMICAL	Doc. No. : RP-ETP-QA-GP-0005-00-2022
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Attachment 3 – Quality Audit Report


Lampiran 3 – Quality Audit Report

	QUALITY AUDIT REPORT	(other logo)
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Doc. No. :	Type of Audit <input type="checkbox"/> Internal <input type="checkbox"/> External		
Project / Auditee :	Lead Auditor Name :		
Scope of Audit :	Member Auditor Name: 1.		
Report No. :	2.	3., etc.	
Audit Criteria :			
Audit Objective :			
Audit Location :			
Opening meeting : (day), (date), (time)		Closing Meeting : (day), (date), (time)	

Summary of Audit Results:	
A summary of the audit results is as follows:	
Continued on back <input type="checkbox"/>	
_____ QMS Principles assessed	_____ QMS Principles found to be satisfactory
_____ Deficiencies reported	_____ Observations for improvement
Previous Findings and Action Follow-up:	
<u>Finding Number</u>	<u>Status – (Open or Closed)</u>
	<u>Date Closed</u>
Lead Auditor Signature:	Date:

Dokumen sesuai dengan aslinya, dicetak pada tanggal 11/06/2026 17:23:38 oleh

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Attachment 4 – Quality Audit Checklist

Lampiran 4 – Quality Audit Checklist

	QUALITY AUDIT CHECKLIST	(other logo)
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Doc. No. :	Type of Audit <input type="checkbox"/> Internal <input type="checkbox"/> External
Project / Auditee :	Lead Auditor Name :

No	Requirement	Ref. No.	Status Description

Prepared by: (Auditor)

Dokumen sesuai dengan aslinya, dicetak pada tanggal 11/06/2026 17:23:38 oleh