SIS Certifications

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Date: 01.07.2024

Client Reference No. 001/MSFYK/INT.-27K-37K/VII/2024

Client Name	**: INSPEKTORAT DAERAH PROVINSI NTT**
Head office	**: Jl. Palapa No.06, Oebobo, Kec. Oebobo, Kota Kupang, Nusa Tenggara Timur 85111**
Worksite	**: Jl. Palapa No.06, Oebobo, Kec. Oebobo, Kota Kupang, Nusa Tenggara Timur 85111**
Head of org	**: Mr. Stefanus F. Halla., ST. MM**

STANDARD NAME: ISMS ISO 27001:2022; ABMS ISO 37001:2016

We would like to confirm that the above-mentioned has been scheduled for the date **04 – 05 July, 2024**. The Lead Auditor is **Mr. Ivar Kusradi. D. ST., M.Eng**. Kindly ensure that the activities per the scope are in operation and can be verified during the audit.

Please let us know of any changes to agree audit dates in advance.

Yours Sincerely,

IVAR KUSRADI.D

Ivar Kusradi. D. ST., M.Eng
Lead Auditor SISCERT

Unit No. 514, 5th Floor,Vipul Business Park, Sohna Road, Sector – 48, Gurgaon-122018, Haryana, India.

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AUDIT PLAN		
SR. NO.	PARTICULAR	DESCRIPTION
1	Name of audited organization	**INSPEKTORAT DAERAH PROVINSI NUSA TENGGARA TIMUR**
2	Certified Location	Jl. Palapa No.06, Oebobo, Kec. Oebobo, Kota Kupang, Nusa Tenggara Timur 85111
3	Lead Auditor	Ivar Kusradi. D. ST., M.Eng
4	Auditor	NA
5	Technical Expert	NA
6	Standard	**ISO 27001:2022 & ISO 37001:2016**
7	Standard /criteria/Objective	☐ Stage 1: To audit the management system documentation and determine preparedness for Stage 2. ■ Stage 2, **Surveillance**, Recertification: To evaluate implementation and effectiveness of the management system. To determine whether the company's management system conforms with the criteria stated below, is able to ensure that applicable statutory, regulatory and contractual requirements can be met, is effective in ensuring that specified objectives are continually met and areas for potential improvement are continually met, where possible The following reference standard: ISO 19011:2018: Guidelines for auditing management systems IAF MD 4:2018 Remote auditing (if remote Audit) IAD ID 3:2011 Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations (if remote Audit) The company's management system processes and documentation

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8	Scope of Certification	Specialized Agencies of the Regional Bodies for Performance Assessment and Development											
9	Sector Code	EA 36											
10	Language used during audit	INDONESIAN											
11	Type of Audit	Individual		Combined		Joint		Integrated		On-site		Remote	
12	Stage of Audit	Stage I		Stage II		Surveillance No. ______		Recertification		Transfer		Transition	
13	Date(s) of audit	July, 4th – 5th, 2024											

Date: July, 4th – 5th, 2024

Date/Day	Time	Activity/ Process/ Function	Clauses	Auditee (s)	Auditor(s)
Day 1 (July, 4th, 2024)	09.00 – 09.30	OPENING MEETING		ALL	IVAR KUSRADI. D. ST. M.Eng.
	09.30 – 10.00	**Interview Inspektur Inspektorat Daerah Prov. NTT** (i.e., Penjelasan Ringkas; Kebijakan, Sasaran & Capaian Integrasi Sistem Manajemen SMM, SMKI & SMAP)	All clause & Annex (SoA - SMKI ISO 27001:2022) & ISO 37001:2016	Inspektur	
	10.00 – 12.00	**Materi Audit Resertifikasi & Surveillance1 Koordinator & Tim Integrasi SMKI & SMAP i.e.,** 1. Internal Audit Integrasi (SMKI, SMAP) (cl. 9.2) 2. Rapat Tinjauan Manajemen Integrasi (cl. 9.3) 3. Pernyataan Kebijakan Manajemen Integrasi (SMKI, SMAP) termasuk Sasaran dan Capaian (A.5, cl. 6.2) 4. Analisa Risiko/ Risk Management Plan Integration (SMKI, SMAP) (cl. 6.1, cl. 6.3)		Koordinator & Tim Integrasi Sistem (SMM, SMKI & SMAP)	IVAR KUSRADI. D. ST. M.Eng.
	12.00 – 13.00	**Break (Istirahat/ Makan Siang)**			

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	13.00 – 14.30	**Materi Audit Resertifikasi & Surveillance1 Koordinator & Tim Integrasi SMKI & SMAP i.e.,** 5. Pengendalian interaksi fisik, lingkungan dan pembatasan area, ruang komunikasi dan pemantauan, instalasi server, pengkabelan dan tata letak, utilitas pendukung, pemeliharaan dan pemindahan alat, media dan lainnya (SMKI & SMAP) 6. Inventarisasi asset informasi (termasuk asset informasi bergerak, fixed asset, penyimpanan, pemusnahan & media) dan pengendaliannya (SMKI & SMAP) 7. Pengendalian Akses Informasi dan Jaringan (pembagian akses, penggunan dan kendali) (SMKI 8. Pengendalian Informasi Terdokumentasi & sistem kearsipan i.e., *Kebijakan, Pakta Integritas (SMKI & SMAP), Dokumen Pedoman Pelaksanaan Integrasi SMKI & SMAP i.e., issues, SWOT analysis, capaian & kinerja manajemen terintegrasi, SOP, daftar peraturan/ regulasi yang relevan dengan SMKI, SMAP, dan lainnya.)* (cl. 4.1, cl. 6.1, cl. 7.5)	**All clause & Annex (SoA - SMKI ISO 27001:2022) & ISO 37001:2016**	**Koordinator & Tim Integrasi Sistem (SMM, SMKI & SMAP)**	IVAR KUSRADI. D. ST. M.Eng.
	14.30 – 15.00	**Offices tour and Physical and Environment Security Survey (Survey Head Office and Facilities Areas)**	**All clause & Annex (SoA - SMKI ISO 27001:2022) & ISO 37001:2016**	**Koordinator & Tim Integrasi Sistem (SMM, SMKI & SMAP)**	**IVAR KUSRADI. D., ST., M.Eng.**
	15.00	**END of AUDIT DAY 01**			

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