

下一次 SV2 定期稽核計劃

(Day 1)

0900-0930 Introductory meeting with management to explain the scope of the visit, assessment methodology, method of reporting and to discuss the company's organisation (approximately 30 minutes). The Team Leader will agree a time to meet with top management to discuss policy and objectives for the management system.

LRQA team briefing for a team of two or more assessors or experts.

0930-1200 組織背景狀況的變化、管理審查、內部稽核、持續改進、變更管理(系統與組織)、矯正措施、抱怨管理、客戶管理系統目標相關績效、驗證標誌使用。

MP1 內部稽核與持續改善管理流程

MP2 經營管理流程(管理審查流程)

MP3 績效管理流程(改善流程)

1200-1300 Lunch.

1300-1600 COP8 環境及安全衛生考量面流程

COP9 法規鑑定管理流程

COP10 環境及安全衛生運作與規劃控制流程

1600-1700 Report writing.

1700 Close.

(Day2)

0900-0930 Review of findings from previous day. Review of the assessment plan for the day.

0930-1000 Discussion of all outstanding issues from previous visits.

1000-1200 COP4 外包管理作業流程

COP5 變更管理流程

1200-1300 Lunch.

1300-1500 SP3 人力資源流程(含溝通管理過程)

COP11 緊急應變處理流程

1500-1530 Review of day's findings.

1530-1600 Preparation of final report.

1600-1700 Closing meeting with management to present a summary of findings and recommendations.

Note; Information on the objectives of the various visits can be found in the Client Information included in the report or on our website www.lrq.com.tw Furthermore on the website there are Client Information Notes available for the various visit types. The audit criteria and team members date and locations are also stated on the front page of the report. Scope of certification and roles and responsibilities of the audit team members are expressed in the Audit Program Plan.

注：不同訪問的目的資訊可以在本報告中的客戶資訊或在www.lrq.com.tw網站中查詢。另外，在網站中有**客戶資訊需知**包含不同類型的訪問。稽核準則和稽核小組成員、日期和地址在本報告的首頁中聲明，並由客戶服務部門與客戶確認。認證範圍和稽核小組的作用和職責在稽核方案/計畫中明確。