

## 2. Separate Assessment Plan 獨立的稽核計畫

**Note:** if the visit involves more than one team member and/or is more than one day duration, an additional plan detailing the activities of each member of the team on each day will be required.

注：如稽核組多於 1 名成員和/或稽核多於 1 天，將會在具體的稽核計畫中確定每位成員每天的詳細稽核活動。

<b>Assessment type</b> Surveillance3/定期稽核 3	<b>Assessment criteria</b> ISO14001:2015/ISO45001:2018/CNS15506:2011 <b>Applicable legal requirements</b> 適用法規要求 <b>Company's system documents</b> 公司系統文件
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<b>Assessment team</b> 稽核小組 TBA	<b>Assessment dates</b> 稽核時間 Oct. 2019	<b>Issue date</b> 發佈日期 23 April 2019
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<b>Assessment location:</b>	南投市南崗工業區工業東路 6 號
<b>Assessment scope:</b>	Manufacture of industrial oil seals 工業油封製造.
<b>Purpose of the assessment:</b>	<p><b>To assess the design and implementation of management system meets</b></p> <ul style="list-style-type: none"> <li>- <b>the requirements of ISO 14001:2015, ISO45001:2018 &amp; CNS15506:2011 standards.</b></li> <li>- <b>specific requirements of any applicable additional customer</b></li> <li>- <b>requirements of applicable regulations</b></li> </ul> <p><b>Effectiveness of achieved policy, objectives, processes.</b> <b>Identified the opportunity for continual improvement.</b> 評估環境與職業安全衛生管理系統的設計與實施的符合性、有效性並鑑別管理系統在哪些領域、方面可以持續改善。</p>
<b>Language during assessment:</b>	中文
<b>Language of assessment report:</b>	中文

(Date 日期 Day 1 第 1 天)

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.

首次會議與管理層解釋稽核範圍、稽核方法、報告方法並討論客戶的組織架構（大約 30 分鐘）  
。稽核組長商定與最高管理層對話的時間來討論群組織的管理系統的政策和目標。

<Name 姓名> (Team Leader 稽核組長)

<Name 姓名> (組員)

0930-0940 Discussion of all outstanding issues from previous visits. 討論以前稽核遺留問題。

- 0940-1200 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 午餐.
- 1300-1530 COP6 製造及出貨作業流程(含廠務部 生管, 包裝, 倉儲, 生產, 品檢, 模具)
- 1530-1600 Review of day's findings  
評估當天的稽核發現  
Preparation of final report  
準備最終報告
- 1600-1700 Closing meeting with management to present a summary of findings and recommendations.  
結束會議陳述稽核發現的匯總以及驗證推薦結論。

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.lrqa.com.tw](http://www.lrqa.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.lr.org](http://www.lr.org)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。驗證範圍和稽核小組的作用和職責在稽核方案/計畫中明確。