

## 1. Assessment plan 稽核計畫

<b>Assessment type</b>  EMS/SMS/SV4	<b>Assessment criteria</b> ISO 14001:2015、ISO 45001:2018、CNS 45001:2018 Applicable legal requirements Company's system documents
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<b>Assessment team 稽核小組</b> 蕭汎翊、鄭美珍	<b>Assessment dates 稽核時間</b> Apr/14/2020	<b>Issue date 發佈日期</b> Oct/2019
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稽核員	CCAA 註冊號(China Audit Only)	LRQA 專業碼
技術專家	工作單位：NA 專業技術職稱：NA	

<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>- the requirements of ISO 14001:2015 &amp; ISO 45001:2018、CNS 45001:2018 standards.</li> <li>- specific requirements of any applicable additional customer</li> <li>- requirements of applicable regulations</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

(Day 1) 第一天

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.

首次會議與管理階層解釋稽核範圍、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階層對話的時間來討論群組織的管理系統的政策和目標。

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

如稽核組由兩位稽核員（或專家）或多於兩位組成時，稽核組內溝通

<蕭汎翊> (Team Leader 稽核組長)

<鄭美珍> (組員)

0930-1000 Discussion of all outstanding issues from previous visits. 討論以前稽核遺留問題

0930-1200 COP4 外包管理作業流程  
COP10 環境及安全衛生運作與規劃

1000-1200	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)	0930-1200	控制流程
1200-1300	Lunch (午餐) .	1200-1300	Lunch (午餐) .
1300-1530	COP8環境及安全衛生考量面流程 COP9法規鑑定管理流程 TOSHMS 查核表	1300-1530	SP3人力資源流程(含溝通管理過程) COP11緊急應變處理流程
1530-1600	Preparation of final report 準備最終報告	1530-1600	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稽核結論。		

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](http://www.lrqa.com). 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。認證範圍和稽核組的作用和職責在稽核方案/計畫中明確。