



1. Assessment plan

Assessment type Initial Stage 2	Assessment criteria ISO 14001:2004 OHSAS 18001:2007 + TOSHMS:2007
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Assessment team Janet Cheng 鄭美珍, KP Huang 黃國寶 James Guo 郭壽吉	Assessment dates 9-11 April 2012	Issue date 20 March 2012
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(Day 1) 4/9					
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.				
<Janet Cheng> (Team Leader)		<KP Huang>		<James Guo>	
0930-1200	Discussion of all outstanding issues from previous visits.	0930-1200	廠務部 備料-鐵殼	0930-1200	廠務部 採購
1200-1300	Lunch	1200-1300	Lunch	1200-1300	Lunch
1300-1600	管理系統要素 / 環安部	1300-1600	廠務部 備料- 模具,橡膠	1300-1600	營業部
1600-1700	Report writing.	1600-1700	Report writing.	1600-1700	Report writing.
1700	Close	1700	Close	1700	Close

(Day 2) 4/10					
0900-0930	Review of findings from previous day. Review of the assessment plan for the day.				
0930-1200	管理系統要素 / 環安部	0930-1200	廠務部 生管, 委外加工, 包裝, 倉儲		本日無工作
1200-1300	Lunch	1200-1300	Lunch		Lunch
1300-1600	管理部 總務, 人事	1300-1600	廠務部 生產,品檢		
1600-1700	Report writing.	1600-1700	Report writing.		Report writing.



1700	Close	1700	Close		Close
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(Day 3) 4/11					
0900-0930	Review of findings from previous day. Review of the assessment plan for the day.				
0930-1200	TOSHMS 評審	0930-1200	品保部		本日無工作
1200-1300	Lunch	1200-1300	Lunch		Lunch
1300-1500	TOSHMS 評審	1300-1500	管理部 守衛, 資訊, 會計		
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.				