



1. Assessment plan 稽核計畫

Assessment type 稽核類型 Focus Visit/議題訪查	Assessment criteria 稽核準則 ISO14001:2015/ISO45001:2018/TOSHMS 特定要求事項 Applicable legal requirements 適用法規要求 Company's system documents 公司系統文件	
Assessment team 稽核小組 TBA	Assessment dates 稽核日期 Oct/2023(1MD)	Issue date 發佈日期 Apr/19/2023
Assessment location:	南投市南崗工業區工業東路 6 號	
Assessment scope:	Manufacture of industrial oil seals. 工業油封製造	
Purpose of the assessment:	To assess the design and implementation of management system meets <ul style="list-style-type: none">- the requirements of ISO 14001:2015 & ISO/CNS45001:2018, TOSHMS standards.- specific requirements of any applicable additional customer- requirements of applicable regulations Effectiveness of achieved policy, objectives, processes. Identified the opportunity for continual improvement. 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。	
Language during assessment:	中文	
Language of assessment report:	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）。稽核小組長商定與最高管理階層對話的時間來討論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. 如稽核小組由兩位稽核員（或專家）或多於兩位組成時，稽核小組內溝通
0930-1000	Discussion of all outstanding issues from previous visits. 討論以前稽核遺留問題
1000-1200	管理系統要素 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 統目標相關績效、驗證標誌使用。 (4.1~4.4;5.1~5.4;7.1,7.4,7.5;9.1~9.3,10.1~10.3) ESP1 經營管理流程



1200-1300	Lunch (午餐) .
1300-1430	ESP4 人力資源流程(7.2/7.3) 管理部
1430-1530	ESP7 文件與環安紀錄管理流程
1530-1630	Preparation of final report 準備最終報告
1630-1700	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.lrq.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.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。