

# Audit Confirmation

## 审核确认通知函



<b>Audit Information</b> 审核信息	Customer Name 公司名称	Beijing Goldrare Automobile Parts Co., Ltd. 北京光华荣昌汽车部件有限公司
	App/Cert No. 证书编号	IATF20370-1
	Standard 标准	16949:2016   Certification
	Audit Date(s) 审核日期	25/05/2020 to 27/05/2020
	Duration 审核人日(小时)	24
	Audit Location 审核地点	Liu Cun Town Industrial Park, Changping District, Beijing, Beijing, 102204, China, Mian site-Corporate scheme 昌平区流村镇工业园区, 北京, 102204, 中国, 主场所-集团认证
	Audit type 审核类型	Surveillance
	Auditor 审核组成员	Lead Auditor Jim Wang jim.wang@saiglobal.com +86 13820078705
<b>Contact Information</b> 联系信息	Client Attention 联系人	单春敏
	Client Phone No. 客户联系电话	18612905828
	Client e-mail 电子邮件	shanchunmin@bjghrc.com
<b>Payment information</b> 付款信息	Information of payment: 付款信息: 收款人: 华赛天成管理技术(北京)有限公司 Beneficiary: CQC-SAI Management Technologies (Beijing) Co., Ltd 开户行: 招商银行股份有限公司北京建国路支行 China Merchants Bank branch of Jianguo Road Beijing 帐号/A/C NO: 862684376210001 地址: 北京市朝阳区建国路 116 号 Jianguo Road No.116, Chaoyang District, Beijing	
开票类型	普票 <input type="checkbox"/> 增值税发票 <input checked="" type="checkbox"/>	
<b>Total 总费用</b>	<b>RMB 16600</b> 本次审核为监督审核。请在审核前支付全款  按合同规定, 在审核结束后按实际发生额另行发送给贵公司(如合同金额已包含差旅费用, 则不再另行告知) 如开增值税发票, 请提供以下资料: 1. 开票信息(包括公司名称、纳税人识别号、地址、电话、开户行、账号) 三证合一的营业执照	
<b>Special requirement</b> 客户特殊要求	客户承担差旅费用	

Dear, 单春敏  
尊敬的单春敏

This is to confirm the details of your next SAI Global audit.

感谢您对 SAI GLOBAL 的支持, 根据我们达成的协议, 请参考如上的审核安排。

Please respond via return email your acceptance of this audit within 2 business days.

请于 2 个工作日内, 在收到本审核确认通知函并确认审核安排无误后, 回传至邮箱

In the event that your organisation is due for a Triennial Audit the re-certification audit must be conducted, any non-conformances closed out, and your re-certification approved prior to the Expiry Date that appears on your Certificate. In practical terms, by agreeing to have the re-certification audit conducted 2 to 3 months before the Expiry Date, this will help ensure that your organisation is not faced with the pressure of unrealistic timeframes within which to close out any non-conformances, and risk your certification expiring.

在通过了三年的审核周期后, 我们必须对贵公司进行再认证审核, 确保您关闭了不符合项, 并在证书的截止日期之前通过再认证审核。实际上, 再认证审核的时间通常在证书截止日期前的 2-3 个月, 这将确保贵公司有足够的时间关闭不符合项, 避免证书过期的风险。

So, if it seems to you that your triennial and subsequent surveillance audits are being scheduled earlier than you may have anticipated, remember that this is to help ensure that your certification remains valid and current.

所以, 如果我们为您安排的每三年一度审核和后续审核的日期比您预想的要早, 这是为了确保您的证书依然有效。

## **Audit postponement / cancellation policy 审核延期 / 取消条款**

Due to the need to match auditor skills and experience with the requirements of your business, short notice changes can make it difficult for us to provide you with a replacement date that is in line with the frequency requirements of your licence. If the audit is not rescheduled within four weeks of the original audit date, your certification could be AT RISK. The full cost of the audit will be charged if confirmed audits are postponed or cancelled within 10 business days of the audit date commencement. 50% of costs will be charged for activities postponed or cancelled between 10 and 20 business days.

请注意该审核时间段为我司特为贵公司预留，任何临时审核时间的延迟或者取消都可能造成不必要的损失。视出现损失状况，SAI GLOBAL 将收取相关违约金。在确认审核日期 10 个工作日内贵公司要求取消或延迟该次审核，SAI GLOBAL 将向贵方收取该次审核费用作为违约金；在确认审核日期 10-20 个工作日内贵公司要求取消该次审核，SAI GLOBAL 将向贵方收取该次审核费用的 50% 作为违约金。

SAI Global reserves the right to use appropriately qualified auditors and technical experts who are employees of SAI Global

SAI Global 有权使用合格的审核员和技术专家，他们是来自 SAI Global 的雇员。

You may request SAI Global to provide information on auditor employment status and advise us if you have any justifiable objections regarding the use of any member of the audit team.

您可以要求 SAI Global 提供审核员的相关信息，如果在审核团队的使用上有任何问题也请联系我们。

**The rules for achieving IATF recognition section 5.7 AUDIT PLANNING requires that the audit planning activity be carried out prior to the audit. The requirement dictates that the client provides the certification body with the following information:**

IATF 认可规则 5.7 审核策划一章要求审核策划活动必须在审核开始之前完成。这项要求规定客户需向认证机构提供以下信息：

- The total number of employees on site (including permanent, part time, contract, average number of daily workers for the previous six (6) month period, and temporary employees) and the number of employees in supporting activities (remote or on site).  
现场的所有员工总人数，包括任何现场的制造外延（包括永久员工，兼职员工，合同员工和临时员工，以及支持活动的相关员工数（外部或现场））
- Number of shifts and the shift times  
每日工作班次和轮班时间
- All customer specific requirements  
所有顾客特殊要求
- The client's quality management system documentation, including evidence about conformity to IATF16949 requirement and showing the linkages and interfaces to any remote support functions and/or outsourced processed.  
客户的质量管理体系文件，包括符合 IATF 16949 要求的证据，显示任何远程支持职能和/或外包过程的联系和相互作用
- Customer and internal performance data since the previous audit.  
从上次审核至今的顾客及内部业绩数据
- Customer satisfaction and complaint summary, since the previous audit, including a copy of the latest customer reports and /or scorecards.  
从上次审核至今的顾客满意与投诉概要，包括最新的客户报告，记分卡
- Identification of any customer special status condition sine the previous audit.  
识别自上次审核以来的任何客户的特殊状态
- Notification about any new customers since the previous audit  
自上次审核以来的任何新顾客的通告
- and results of internal audits and management review sine the previous audit  
自上次审核以后的内审及管理评审结果

**Please send this information to this office at least three weeks prior to your scheduled audit. The email address is [lydia.wang@saiglobal.com](mailto:lydia.wang@saiglobal.com).**

请在审核安排之前至少三周将以上资料发给我们，邮箱为 [lydia.wang@saiglobal.com](mailto:lydia.wang@saiglobal.com).

In the latest edition of the Rules for Achieving IATF Recognition

根据最新现行有效的 IATF 导则的注意事项如下：

**In situations where all of the required information is not provided by the client prior to the issuance of the audit plan, the audit plan shall include time allocated to collect and review the missing information prior to the start of the opening meeting with the site management team or the decertification process shall be initiated (see section 8.1 f). The onsite review of missing information shall be additional to the specified audit days.**

在制定审核计划之前，如果客户不能提供所有需要的信息，审核计划中应该安排在首次会议之前的向现场管理团队收集和评估遗漏的信息的时间，否则证书吊销的流程应该启动。现场评估遗漏信息的时间不能算规定的审核人天。

Please note any additional time required on site to review planning information will be chargeable.

请注意我们将会对额外增加的审核时间进行收费。

We at SAI Global care for the safety and the well being of our staff. Please notify us prior to your audit if you have any specific OHS requirements or risks that the auditor will need to be aware of ie: safety induction, equipment, etc.

SAI GLOBAL集团非常关注员工健康和安​​全。我们将非常感谢贵公司在审核前通知需要审核员注意的特殊的职业健康安全要求或风险源：例如，安全介绍，设备说明等。

Please advise of Purchase Order Number if required for invoicing of this audit.

<b>Audit Confirmation/客户确认</b> I confirm the acceptability of the above visit details and the terms below. 我收到并接受本文所提及审核安排及相关条款。			
<b>Signature/签字</b>		<b>Email</b>	
<b>Name/姓名</b>		<b>电子邮件</b>	