

IATF 16949 Certification

Hunan Goldrare Automobile Parts Co. , Ltd.
湖南光华荣昌汽车部件有限公司



2020/6/4

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尊敬的刘经理:

Thank you for allowing SAI Global to provide Hunan Goldrare Automobile Parts Co., Ltd.with a proposal for certification to the IATF16949 program. Following is a detailed proposal outlining the approach that SAI Global would adopt to assist Hunan Goldrare Automobile Parts Co., Ltd.to attain this certification.

感谢湖南光华荣昌汽车部件有限公司选择 SAI Global 提供 IATF16949 认证服务。以下方案详细地描述了 SAI Global 帮助湖南光华荣昌汽车部件有限公司获得认证的方法。

Our proposal applies the certification guidelines recommended by the IATF (International Automotive Task Force), which is the body that governs the automotive program. This approach ensures that the certification process is thorough, credible and internationally recognised. However, while the international automotive quality system requirements are contained in IATF16949, which is written as a supplemental to and in conjunction with ISO 9001:2015 please be aware that customer specific requirements are still required and are provided by each of the subscribing major automotive manufacturers.

我们的方案采用了负责 IATF 认证的 IATF（汽车制造商国际组织）推荐的认证指南。该将确保认证过程将详尽周到、可被信赖且被国际所认可。值得提醒的是，虽然基于 ISO9001:2015 的 IATF16949 中包含了国际汽车质量体系的要求，但顾客特殊要求仍是必需的，这些要求是由每一个要求此认证的主要的汽车制造商所提供。

In preparing this proposal, we have used our experience and knowledge gained from many years of operations in all major industry sectors. SAI Global has worked with over 9,000 different organisations, representing more than 15,000 individual sites, to help them achieve continuous improvement within their business management systems. The estimate of fees provided is based on current rates and is valid for an application period of 30 days from the date of this proposal.

为准备此方案，我们利用了多年来在各个行业获得的宝贵经验及知识。SAI Global 已经同 9000 多个企业进行了合作（15000 多个的现场），以协助他们在各自的业务管理体系内获得持续改进。本方案的预估费用基于当前费率，30 天内有效。

We will contact you in the near future concerning this proposal. In the meantime please do not hesitate to call me on 010-65676366 should you have any questions, or if we can be of further assistance in any way.

关于此方案，我们会很快与您联系。如果您有任何疑问，请即刻联系我们，联系电话：010-65676366；我们随时为您提供帮助。

On behalf of SAI Global, I look forward to working with you to achieve your certification goals.
谨代表 SAI Global，期待与您的合作，以达到认证目标。

Yours sincerely

Amy Song
SAI GLOBAL LIMITED



IATF 16949

TABLE OF CONTENTS

1. INTRODUCTION

引言

2. AUDIT SERVICES

审核服务

3. SAI GLOBAL ASSURANCE SERVICES' RESOURCES

SAI GLOBAL 服务团队

4. ESTIMATED FEE STRUCTURE FOR IATF16949 AUDITS

IATF16949 认证的收费标准

5. SAI GLOBAL ASSURANCE SERVICES' CAPABILITIES

SAI GLOBAL 服务能力

6. INVESTMENT SCHEDULE NOTES

日程安排

1. INTRODUCTION

This proposal outlines the process that SAI Global will adopt to assist Hunan Goldrare Automobile Parts Co., Ltd. to achieve certification in the IATF16949 program.

本方案描述了 SAI Global 帮助贵公司湖南光华荣昌汽车部件有限公司 获取 IATF16949 认证的过程。

It is our understanding that the scope of IATF16949 certification for Hunan Goldrare Automobile Parts Co., Ltd. will encompass The design and manufacture of seats assemblies. Design activities are carried out at support site: Beijing Goldrare Automotive Parts Co., Ltd. at Liu Cun Town Industrial Park, Changping District, Beijing 102204, China.

我们理解贵公司湖南光华荣昌汽车部件有限公司申请的IATF16949认证，范围为：座椅总成的设计和生产。设计北京光华荣昌汽车部件有限公司支持，位于北京市昌平区流村镇工业园区102204。

Design Responsible (if the client is not design responsible leave this paragraph in)

As your company is not design responsible per the definition in the Rules for achieving IATF recognition 5th edition for IATF 16949 a discount of 15% to the audit days has been taken into consideration.

设计责任：根据取得 IATF16949 认可第五版导则的规定，因为贵公司不涉及产品设计，审核人日可能有 15% 的减免。

Hunan Goldrare Automobile Parts Co., Ltd. employs approximately «Employee_No» employees (including permanent, part time, contract and temporary employees and those employed at any manufacturing extensions) in total all operating from the following 1 manufacturing site/s and 1 support site/s (support location(s) to be audited first)

贵公司«client_name_CHN»大约总共雇用了«Employee_No»名员工（包括永久性，兼职性，合约性与临时性雇员，以及生产现场扩张过程中雇用的员工），涉及以下 1 个生产现场和 1 个支持现场。（支持现场早于制造现场进行审核）

Manufacturing Sites 生产现场			
Site # 现场编号	Site Address 现场地址	Number of employees 员工人数	Scope 范围
1	湖南省株洲市天元区栗雨工业园湘芸路海纳川零部件园区7号厂房	97	The design and manufacture of seats assemblies. Design activities are carried out at support site: Beijing Goldrare Automotive Parts Co., Ltd. at Liu Cun Town Industrial Park, Changping District, Beijing 102204 China. 座椅总成的设计和生产。设计北京光华荣昌汽车部件有限公司支持，位于北京市昌平区流村镇工业园区102204
2			
3			

Supporting Sites 支持场所

Site # 现场编号	Site Address 现场地址	Number of employees (1) 员工数量(1)	Supporting Functions 支持职能	Sites which this location is supporting (identify site #) 这个场所支持的现场
1	Liu Cun Town Industrial Park, Changping District, Beijing 102204 China. 北京市昌平区流村镇工业园区 102204	5	Product design	湖南省株洲市天元区栗雨工业园湘芸路海纳川零部件园区7号厂房
2				
3				

(1) For remote/supporting functions, only employees that support the manufacturing “Site” should be counted for the minimum audit day calculation. Where support sites are certified by an IATF approved certification body evidence of the current certificate and audit report will need to be reviewed by SAI Global.

关于支持现场，只有那些支持制造现场的员工被用于计在最少审核人日。如果支持现场已经获得被 IATF 认可的认证机构的认证，那么证书和审核报告等证据需要提交给 SAI Global。

Corporate Audit scheme (leave in if the client has multiple sites and wishes to have them audited under this option)

集团审核模式（包括其中，如果客户拥有多个现场，并希望多个现场均进行审核）

As your company has xx sites and a centrally managed system a “Corporate” Audit Scheme can be applied. The discounts applicable to this method have been taken into consideration.

集团审核模式（包括其中，如果客户拥有多个现场，并希望多个现场均进行审核）

Upon successful certification, you will be entitled to use our prestigious logo, the SAI Global “five ticks StandardsMark”, when publicising your certification status. Please note that the IATF logotype cannot be used by you in any form.

成功获得认证后，贵公司将可以使用 SAI Global 的享有很高声望的 “five ticks StandardsMark”（5 勾标志）来宣称贵公司的认证。请注意，不能使用 IATF 标志。

From SAI Global’s certification services, we believe you will receive the following benefits:
SAI Global 的认证服务可以使您获得如下收益：

- As a globally recognised certification body , SAI Global has sufficient resources to meet our clients’ certification and training needs across the widest range of programs;
作为一个全球认可的认证机构，SAI Global 拥有充足的资源来满足客户最广泛的认证和培训需求。
- Our auditors are predominantly permanent employees and will therefore be readily available to assist our clients to meet their objectives in the assessment of their management systems;
SAI Global 的审核员能够通过管理体系评审，帮助客户达到的目标
- We commit to offering a service that will always be prompt, courteous, down to earth, helpful and practical in its application;

我们承诺公司提供的服务将及时,礼貌,周到并切合实际。

- We use a proven, pragmatic methodology tailored towards both our clients' business oriented objectives and the integrity of the certification process;
我们使用被证实有效的、切合实际的个性化方法以实现顾客导向的目标及管理体系认证流程的整合。
- Our highly experienced auditors have a clear understanding of business issues as well as management system requirements, so will add genuine value to your business.
我们富有经验的审核员不仅了解管理体系的要求,对业务方面也有清晰的认识。他们会给贵公司的业务带来真正意义上的增值。

Definition of “Manufacturing” under IATF16949

根据 IATF16949, “制造”的定义如下:

3.1.11 “Site” = Location at which value added manufacturing processes occur.

‘Manufacturing’ refers to the process of making or fabricating:

“现场”=增值制造过程发生的场所。“制造”是指制造及装配的过程

- Production materials 生产原材料
- Production or service parts 生产件或者服务件
- Assemblies, or 组装, 或
- Heat treating, welding, painting, plating or other finishing services. 热处理、焊接、喷漆、电镀或者其他最终加工服务。

2. AUDIT SERVICES 审核服务

An overview of the key steps to certification, and a description of each, follows:

认证关键步骤的大体介绍, 每一步骤描述如下

- **Application and Program Planning** 申请以及项目准备
- **Stage 1 Audit - Readiness Review** (at each manufacturing site) 第一阶段审核——准备性评审 (在每一个制造现场)
- **Stage 2 Audit - Certification Audit** 第二阶段审核——认证审核
- **Periodic Surveillance Audits** 周期性的监督审核
- **Triennial Re-Certification Audits** 第三年重新认证审核

Application and Program Planning 申请与项目计划

An early application is advised to enable us to plan and adjust our service delivery process to best suit the needs and expectations of your organisation.

较早提出申请可以使我们进行规划及调节整个服务进度, 以便最大程度满足贵公司的需求和期望。

Upon application, you will be advised of the Client Manager who will be responsible for facilitating your Readiness Review and Certification Audit. You will be provided with a self evaluation questionnaire which you need to complete and return to SAI Global with the required supporting information at least two weeks prior to your Readiness Review.

申请后, 客户经理将给予贵公司相关建议, 他将负责帮助贵公司顺利进行文件/准备性评审及认证审核。将给您一份自我评价问卷, 您填好后并返还给 SAI Global, 这些信息应当在文件准备性评审 2 周之前完成。

The Client Manager will be your primary contact throughout all phases of the certification process and for responding to any queries you or your staff may have. Your Client Manager can also provide valuable ongoing assistance. This can ensure that the management system adds value to your business operations and becomes an effective mechanism for continuous improvement.

在整个认证过程阶段，作为提供不间断的各种服务的管理者，客户经理将是贵公司主要联系人。他将解答贵公司及其员工在整个认证过程产生的疑问。客户经理还能够持续提供有价值的支持和指导，以使管理体系给贵公司的经营业务起到增值作用，并形成一個持续改进的有效机制。

It is important to understand that the details which you provided to SAI Global for the preparation of the quotation need to be continually reviewed. If your business has changed, e.g. Address, number of staff changed, or some activities have been re-allocated, this may impact upon the quotation. If changes to your business have occurred & we are not informed this could result in the audit conducted being made invalid by our certification authority and consequently the IATF. Please ensure that you inform us of any such changes to your business prior to each SAI Global activity.

贵公司提供给 SAI Global 的信息（报价用）需要不断更新，这一点非常重要。如果贵公司有变动，比如员工的人数，或一些生产活动发生变化，这些因素都将影响报价。同时，业务情况发生了变化而我们又未被通知，这将导致认证机构及 I A T F 判定我们正在进行的审核无效。所以贵公司在经营情况上如与最初申请时有任何差异，必须保证及时通知 SAI Global

STAGE 1 AUDIT: Readiness Review required for each manufacturing site **审核阶段 1：对每个制造现场的准备性评审**

The Readiness Review will provide management and staff with the opportunity to discuss any problems and required improvements, and address other queries regarding the certification audit process. The auditor will review your management system reference documents describing how your business operates, to ensure that the documented management system meets the requirements of the IATF16949 program. This Review will essentially establish your system's state of readiness for the Stage 2 - Certification Audit and provide input to the planning process. 准备性评审中，公司管理层和员工可以讨论与认证审核过程有关的问题、改进机会。审核员将评审形成文件化的管理体系所描述的业务运作，判断其是否符合 IATF16949 的要求。这个过程将判断贵公司是否为进入第二阶段审核—认证审核的准备状态，并为策划过程提供输入

SAI Global's auditor will provide a report that will identify the readiness of your system to meet the requirements of IATF16949. Recommendations will be made regarding the next stage of the certification process. If you are considered not ready to progress to the stage two audit a subsequent readiness review will be required to again verify your readiness.

审核员将出具报告确定贵公司的质量管理体系符合 IATF16949 要求的准备状态。就下一阶段的认证审核过程提出建议。如果认为贵公司的质量管理体系尚未达到“准备就绪”状态，在第二阶段审核之前需要重新进行这个过程。

If any changes to your business occur it is important that you advise the auditor prior to undertaking the next audit activity.

如果贵公司的业务经营情况发生任何变化，请在下次审核前告知审核员，这一点非常重要。

STAGE 2 AUDIT: Certification Audit and Registration **第二阶段审核：认证审核和注册**

The Certification Audit is a detailed, full system assessment to verify that the requirements of IATF16949 and your customer specific requirements are fully implemented and effectively complied with.

认证审核是详细的，全面的系统评估以验证 IATF16949 的要求和顾客特殊要求是否被贯彻并有效实施。

Following a satisfactory audit by SAI Global, your company will be recommended for IATF16949 certification providing that all non-conformances have been cleared.

如果顺利通过 SAI Global 审核，在所有不符合项关闭后，贵公司将被推荐 IATF16949 注册。

Upon acceptance you will be issued an IATF16949 Endorsed Company Certificate confirming your registration as a company operating under a Certified Management System. You will also gain the right to use the prestigious SAI Global “Five Ticks” StandardsMark.

如被接受，贵公司将被颁发 IATF16949 认证证书，确认贵公司在-一个经认证的管理体系框架下运营。同时，您也将被授权使用 SAI Global 著名的 “StandardsMark” “五勾” 标志

Certification Maintenance – Surveillance Audits

认证维持-监督审核

Once certification and registration are achieved, Surveillance Audits will be required to ensure that the system is being adequately maintained. Frequencies contained in this proposal will be confirmed by your Client Manager. Once the frequencies are confirmed they will be in place for the three (3) year life of the certificate.

一旦实现了认证与注册，SAI Global 通过监督审核确保该体系正常运作。监督审核的周期将通过贵公司的客户经理确认。

Surveillance audits are a requirement of this program. Each surveillance audit shall re-examine some of the organization processes so that all processes and all customer specific quality management system requirements have been re-examined within each three year cycle. Manufacturing activities will be covered at every surveillance audit and all shifts will be audited.

监督审核必须的，每次监督审核将检查组织的部分过程，以确保在 3 年的周期内，所有的顾客特殊要求和管理体系过程都被审核到。每次监督审核都将包括制造过程和所有班次。

Triennial Re-Certification Audit

每三年的重新认证审核

Certification is valid for a period of three years and is renewable upon the conduct of a Re-certification Audit. The purpose of the recertification audit is to confirm the continued conformity and effectiveness of the management system as a whole and its continued relevance and applicability for the scope of certification.

认证有效期为三年，经过重新认证审核后予以更新。重新认证审核的范围和时间将类似于认证审核，并将替代三年有效期内的最后一次监督审核。

3. SAI GLOBAL ASSURANCE SERVICES' RESOURCES

SAI GLOBAL 认证服务团队

SAI Global's clients are able to draw on the expertise and experience of over 170 in-house business management professionals, located in all mainland states and regional centres across Australia. SAI Global will utilise qualified auditors appropriate to the scope of activities being assessed.

SAI Global 超过 170 位的业务管理专家的专门技术和经验能够帮助客户，这些专家分布在本土各地及各区域中心。对于各项评审业务，SAI Global 将使用具有相关行业背景的有资质的审核员。

We are able to provide business focused assessments and can offer additional guidance with reference to standards, certification issues and continuous improvement initiatives.

我们有能力提供以贵公司业务为核心的各种评审，且能够提供附加的基于标准、认证、自主持续改进的指导

4. ESTIMATED FEE STRUCTURE FOR IATF16949 AUDITS (2020/6/4)

Following is a summary of fees based on information provided: 根据客户所提供的信息，报价如下：	
Application Fee – 1 site/s 申请费—1 个现场	RMB2000
Document Review Audit – 0.5 day/s duration 文审及非现场审核计划及报告准备- 0.5 天	RMB0
Re-Certification Audit – 3.5 day/s duration 复评认证审核—3.5 天	RMB13755
Registration fee (Inc. VAT) 认证审核总金额（未含税）	RMB15755
增值税税费 VAT-6%	RMB945
Total for Registration fee 认证审核含税总报价	RMB16700
Travel expenses/Hotel accommodation will be billed as they occur 差旅费和住宿费由被审方另行支付	
Annual Registration – 1 site/s 年度注册—1 个场所	RMB 2000
Ongoing Surveillance Audits 2.5 day/s per 12monthly 持续的监督审核每 12 个月进行 2.5 天	RMB 9792 per 12 monthly
Surveillance Audit fees (Inc. VAT) 监督审核未含税金额（未含税）	RMB11792
增值税税费 VAT-6%	RMB708
Total Surveillance Audit fees	RMB12500
Travel expenses/Hotel accommodation will be billed as they occur, total <u>2</u> times in <u>3</u> years) 每次监督审核含税总费用（差旅费和住宿费由被审方支付， <u>3</u> 年周期内 <u>2</u> 次）	

Notes:

* Audit durations and costs are approximate, pending confirmation during the Readiness Review visit.

审核人天与费用均为预估，在准备性评审阶段将会被确认。

- * The frequency of Surveillance Audits is to be confirmed during the Up grade/Certification Audit.
在升级/认证审核过程中将确认监督审核的次数。
- * Travel is not included in the above.
以上费用不包括差旅费。
- * Charges are based on current fees and may be subject to periodic increases during the three year licence period.
在 3 年证书有效期内，费用可能会发生变化。

ACCEPTANCE OF PROPOSAL

接受此方案

Please sign this form to confirm agreement and acceptance of the costs, terms and conditions of this proposal, and that the information provided in relation to the site(s) and employee numbers are correct and complete.

请签署本文件，确认接受本方案书的费用，条款，以及确认本提议所提供的关于场所、员工数量的信息均完整无误。

Note 备注:

Note 1: This estimate does not include the cost of a re-audit, in the case that the certification audit should be completed not positively. One man-day (md) rate is RMB«Manday_rate».

注 1: 在审核没有通过的情况下，重新审核的费用没有包括在内。1 个人天的收费为 RMB«Manday_rate»。(需和上面报价表里的人日费一致)

Note 2: The man-days are estimated based on the information provided by your company (such as number of employees and scope of your management system). If any difference from the actual situation is found, it might be necessary to adjust the man-days accordingly.

注 2: 各阶段审核人日数是根据贵公司所提供的管理体系信息（包括员工数、注册范围等）所定，如发现与实际状况有异，则审核人天数需依据当时情况调整。

Note 3: The annual follow up fee is estimated based on current situation, if changes occur in the future of your management system, related cost and mds will be adjusted according to updated situation.

注 3: 年度跟踪审核费用是依据现时状况所定，因将来管理体系变化，审核费用及人日会依据最新情况及时调整。

Payment Terms 付款条件:

A. Initial Certification Audit 初审:

1). 50% of the total certification fee (including auditing cost and certificate cost) must be paid to SAI Global before on site audit. 在现场审核开始前，支付合同规定的本年度认证费用的 50% 至华赛天成管理技术（北京）有限公司。

2). The remaining 50% of the total certification fees and other agreed fees must be paid to SAI Global within 30 calendar days from the end date of onsite audit. 客户须在现场审核结束后 30 个自然日内将合同规定的本年度认证费用剩余的 50% 及时支付至华赛天成管理技术（北京）有限公司，

B. Surveillance Audit and Re-certification Audit 监审和复评审核:

1). 100% of the Annual Surveillance fee and Annual Re-Certificate fee must be paid to SAI Global before on site audit. 在年度监督审核或年度复评审核开始前，将合同规定的本年度监督审核费全款 100% 或合同规定的本年度复评审核费全款 100% 支付至华赛天成管理技术（北京）有限公司。

C. Notices:

1) All paid contactable fees are non-refundable. 所有已支付的合同规定费用不可退还。

PAYMENT METHOD/付款信息

Cheques to be made payable to:支票请出具给

SAI Global Limited. 华赛天成管理技术（北京）有限公司

Bank Transfer:

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：Beneficiary Bank：CHINA MERCHANTS BANK, BEIJING BRANCH

帐号/A/C NO: 862684376210001

开票资料:

我司可以为您开具增值税发票，也可以开具普通发票。如您需要可以参与抵扣的“增值税专用发票”，请给我们提供您的开票资料以及税务登记证副本扫描件以及一般纳税人资格证明扫描件发送至 Finances.China@saiglobal.com。

如有任何问题，请联系我司财务部 电话：010-65676366

6. General Terms and conditions 条款和条件

1. The applicant warrants that the information provided in this application form is correct. 申请人提供的资料需保证在申请书中是正确的。
2. The applicant acknowledges that it has received and agrees to abide by the following contractual documents: 申请人认可已收到并同意遵守以下合同条款
 - (a) SAI Global Terms and Conditions for Certification, Assessment Services; SAI Global 认证服务的相关条款和条件
 - (b) Certification Procedures relevant to the Certification Services requested (strike out if not applicable); and 与认证服务有关的认证程序 (如不适用, 请删除); 以及
 - (c) Terms and Conditions of the Certification Mark Licence (where relevant). 认证标志使用的条款和条件 (相关的)
3. The applicant agrees that: 申请人同意:
 - (a) when SAI Global accepts this application in writing; or 当 SAI Global 接受了书面申请; 或
 - (b) if the application is not accepted in writing, when SAI Global starts to supply Certification or Assessment Services to the applicant; there is a contract for the supply of Certification or Assessment Services upon the Terms and Conditions of Certification Services, including the applicant's obligation to pay all fees due in respect of the certification services, as calculated in accordance with the agreement reached with SAI Global. 如果在书面申请被接受前 SAI 已经开始提供了认证服务, 将会依据认证服务的条款和条件形成一份合同, 该合同将包括申请人的支付义务。此服务费用根据申请人和 SAI 所签的协议来计算。

4. The applicant agrees that if SAI Global issues a certificate and licence to the applicant for the use of any Trade Marks (such as the StandardsMark), the applicant will use the Marks in accordance with the Certification Mark Licence Terms. SAI 签发证书和标志使用许可后, 申请人同意按认证标志使用的条款和条件使用相关标志 (例如 StandardsMark)。

5. The applicant commit to comply with following requirements after certified by SAIG. 申请方在取得 SAIG 认证证书后, 应承诺以下内容:

 - (a) Commitment to continue operation its QMS system effectively. 认证后持续有效运行质量管理体系的承诺。
 - (b) Commitment to comply with related legal requirements, cooperate with the supervision of local authorities, and providing related informations as request. 对遵守认证认可相关法律法规, 协助认证监管部门的监督检查, 对有关事项的询问和调查如实提供相关材料和信息的承诺。
 - (c) Commitment to communicate related information to SAIG when following conditions occurred. 承诺获得认证后发生以下情况时, 应及时向认证机构通报:
 - ① Major complaints from its customers or related interested parties 客户及相关方有重大投诉。
 - ② The products not comply with the regulations supervised by local government. 生产的产品或服务被执法监管部门认定不符合法定要求。
 - ③ Major product quality accidents. 发生产品或服务的质量安全事故。
 - ④ Some other major changes, such as legal entity, production conditions, production license, organization chart, production site, certification scope and changes of quality management system and core processes. 相关情况发生变更, 包括: 法律地位、生产经营状况、组织状态或所有权变更; 取得的行政许可资格、强制性认证或其他资质证书变更; 法定代表人、最高管理者、管理者代表变更; 生产经营或服务的工作场所变更; 质量管理体系覆盖的活动范围变更; 质量管理体系和重要过程的重大变更等。
 - ⑤ Some other changes which may affect the effectiveness of QMS. 出现影响质量管理体系运行的其他重要情况。
 - (d) Commitment of correct usage of certificate, certification logo and other information. 承诺获得认证后正确使用认证证书、认证标志和有关信息; 不得擅自利用质量管理体系认证证书和相关文字、符号误导公众认为其产品或服务通过认证。
6. This application remains valid for twelve months from the date at which the application was made, after which period the application will expire.
这项申请在提出申请 12 个月内仍然有效, 过期则失效。

Signed for and on behalf of applicant* 申请方代表签字	Signature of applicant or authorised officer of the applicant 申请方或申请方授权人员签名	Date 日期
	Full Name (BLOCK LETTERS) 全名 (正楷)	Title 职位
Signed for and on behalf of SAI Global	Approved by Technical Manager and signed on behalf of SAI Global :	Date
	Full Name (BLOCK LETTERS)	Title
<p>Applicants may undergo a check on credit history through existing Creditors and Credit Reporting Agencies. SAI Global reserves the right to reject any application. 申请者也许会受到通过现有债权人以及信用报告代理商对于信用历史记录的检查。SAI Global 保留拒绝申请的权利。</p> <p>** Attach additional pages as required. 根据需要附加信息</p> <p>Your Privacy 您的隐私: SAI Global and its subsidiaries (the SAI Global Group) respect stakeholders' privacy at all times. When processing your order or application we collect personal information about you for the primary purpose of providing you with a high level of customer service. We may also use this information to inform you of other related products and services available from the SAI Global Group and to contact you in relation to these products and services. As we value your privacy we do not make your personal information available to other organisations without your explicit consent, and you have the right to gain access to this information. For more information please see our Privacy Policy on our website www.sai-global.com</p> <p>SAI Global 及其子公司 (SAI Global 集团) 始终尊重利益相关者的隐私。当处理您的申请时, 我们收集您的个人信息主要希望可以为您提供高水平的客户服务。我们同样以此向您提供 SAI Global 集团的其他相关产品与服务, 为您与此建立联系。鉴于我们对您隐私的评估, 没有得到您的明确同意之前, 我们不会向其他任何机构提供您的隐私信息。您拥有使用此信息的权利。如需更多信息, 请查阅我们网站上的隐私政策 www.sai-global.com</p> <p>Please direct privacy related enquiries to the Chief Privacy Officer on (02) 8206 6000 or by e-mail: privacyofficer@sai-global.com</p> <p>有关隐私的咨询, 请直接联系首席隐私负责人。电话: (02) 8206 6000, email: privacyofficer@sai-global.com</p>		

Please fax the completed form to 请将签字盖章的本文件传真给: SAI Global contact
SAI GLOBAL LIMITED
Fax No. () 010-65674199

5. SAI GLOBAL ASSURANCE SERVICES CAPABILITIES

SAI Global 认证服务能力

SAI Global is the premier provider of international certification, training and compliance services. Key reasons that organisations choose to be certified by SAI Global include: SAI Global 在澳洲主要提供国际认证服务, 很多机构选择 SAI Global 提供的认证服务, 其关键原因包括:

1. Your Time 您的时间

With SAI Global you will gain substantial savings in having one point of contact for all your service needs.

与 SAI Global 合作, 将有一个制定的联系满足您所有的服务要求, 从而节约大量的时间。

- 2. Established Track Record**
已建立的历史记录
- Government, industry and business continue to recognise SAI Global as a market leader in certification services, with more than 15,000 registrations to date.
- 目前 SAI Global 的注册企业已超过 15,000，政府工商业界一直认同 SAI Global 在认证服务市场的领导地位
- 3. International Approvals**
国际认可
- SAI Global was the first Australian-based certification body approved to provide IATF16949 certification on behalf of the IATF (the International Automotive Task Force representing American & European Auto Industry & Supplier Bodies) by the International Automotive Oversight Bureau (IAOB).
- 在澳洲，SAI Global 是第一家被 IAOB 认可的可以代表 IATF 颁发 IATF16949 认证的认证机构。
- Under the 'Rules for Achieving IATF only IATF accredited certification bodies can provide IATF certification. Subcontracting audits to other Certification Bodies is not allowed.
- 根据“获得 IATF 认可条例”，只有 IATF 认可的认证机构才能提供 IATF 认证服务，不允许把审核分包给其他认证机构。
- 4. Resources**
资源
- SAI Global has extensive in-house auditor resources with 170+ professionals.
- SAI Global 有超过 170 名专职审核员。
- 5. Five Ticks StandardsMark**
“五勾”标志
- SAI Global provides a standard of auditing that is highly regarded for its thoroughness, integrity and value to business. Our StandardsMark enjoys public awareness that is second to none, with research indicating 82% market recognition, compared to only 3% for our closest competitor.
- SAI Global 提供了权威的审核，该种审核因透彻性、完整性及对企业经营的增值而被高度评价。我们的“StandardsMark”享有公众首屈一指的认知。市场调查显示，我们拥有 82% 的市场认同度，而最接近的竞争对手也仅拥有 3% 的市场。
- 6. Research & Development**
技术研发
- Through its participation in international standards committees, SAI Global contributes to the development of both national and international management system and product standards.
- 通过参与澳洲与国际标准组织，SAI Global 为发展国家及国际的质量管理和产品标准作出积极贡献。
- 7. Leading Edge**
行业领先
- We keep you in touch with developments in systems management around the world (including Regulatory and Standards issues) and on SAI Global initiatives (see www.sai-global.com)
- SAI Global 将就全球管理系统（包括规范和标准）的发展和公司的创新与您保持联系。（详情请见 www.sai-global.com）

6. INVESTMENT SCHEDULE NOTES 注解和说明

1. **VAT, Invoices and Disbursements 增值税, 发票和付款**

Please note that GST will be added at the rate current at the time and that invoices are normally sent after each visit. Invoices will include all our fees and disbursements such as travel and subsistence. We undertake to minimise the latter wherever practicable by, for example, combining surveillance visits with other clients in your area.

请注意, 在当前费率上将另外增加增值税, 发票通常将在每次访问后寄出。发票上将包含所有的费用和支出, 比如差旅费和生活费。我们尽力将后者的开销最小化, 比如, 在集中一次访问一个区域内不同的顾客。

2. **Validity of this Quotation 报价的有效期**

This quotation is valid for 30 days from the date of this letter. The costs are based on our current charge-out rates, however we reserve the right to review these charges during the three-year certification period.

本报价 30 天内有效。成本是基于当前的收费率, 然而, 我们保留在 3 年认证期限内更改收费标准的权利。

3. **Certification Maintenance Scheduling 认证保持计划**

Surveillance audits are required at least 12 monthly for manufacturing sites. Frequencies contained in this proposal will be confirmed by your Client Manager. Once the frequencies are confirmed they will be in place for the three (3) year life of the certificate.

除非有一致认定的运作方面的原因, 监督审核的间隔期为 12 个月, 从认证审核日起算。

4. **Extra Work 额外工作**

Work undertaken outside scheduled visits may be charged at the current rate of RMB xx per hour including VAT and disbursements at cost. Such work would include follow-up visits (on site / off site), special audit, office time for reporting as necessary and extensions to scope. All efforts are made to keep these extra charges to a minimum.

关于计划外的工作, 我们的收费标准为每天 RMB xx, 其中包括增值税和生活开销。这些工作包括跟踪审核、关闭不符合项的工作时间和认证范围的扩项。我们将尽最大努力使这项费用最小。

5. **Travel Costs 差旅费**

Travel within the metropolitan area will be billed at the current rate, which is a flat charge of xxx (incl. VAT). For travel outside of the metropolitan area, this is billed at xxx per kilometre (incl. GST) from SAI Global's office to your site and return. An hourly charge of xxx per hour (incl. VAT) is also payable. All other travel expenses like airfares, accommodation, taxis, meals, car rental, etc are charged at cost or the client can make arrangements to pay for these directly if preferred.

在大城市中的差旅费将以目前的汇率结算, 也就是按实际发生的差旅费用结算(包括增值税)。在中国境外的审核, SAI Global 将向客户收取审核员差旅时间费用 (travel time), 费率为 RMB /天 (包含增值税), 差旅时间为从 SAI Global 办公室到客户现场及返回的时间。实际发生的差旅费例如机票、住宿、出租车、食宿和汽车租赁等按照实际发生额, 以发票的形式由受审核方承担, 或者由被审核方安排预定并直接由被审方直接支付。

6. **Cancellation Fee 取消认证的费用**

If audits are cancelled with less than 10 working days notice from the scheduled date we reserve the right to charge a cancellation fee amounting to 100 per cent of the audit fee that would have been charged and any non-refundable disbursements incurred. If audits are cancelled between 11-20 working days, then 50 per cent is payable.

如果审核在计划日期前 10 天内要求取消，则 SAI Global 保留收取 100% 的审核费、可能发生的费用以及不能退回的费用作为取消审核的费用。如果审核在计划日期前 11—20 天内取消，则收取 50% 的费用。

7. **IATF Oversight Scheme IATF 监管方案**

This quotation applies only to certifications under IATF approval and oversight.

本报价仅适用于在 IATF 认可和监管的认证。

Please be aware that: 请注意

- Your organization shall notify SAI Global, without delay, of matter that may affect the capability of the management system to continue to fulfil the requirements of the IATF 16949 certification. These include, for example, any changes relating to legal status, commercial status (e.g. joint venture, subcontracting with other organizations), organizational and Management (e.g. key managerial, decision-making, or technical staff), or ownership status (e.g. mergers and acquisitions), contact address or location, scope of operations under the certified management system, IATF subscribing OEM customer special status (see section 8.0 of the *Rules 5th Edition*), and transfer to a new IATF recognized certification body.

贵公司应该对发生任何会影响管理体系的能力是否继续符合 IATF 16949 要求的可能性的情况，立即通知 SAI Global。这些包括，比如法务，商务（如合资企业的组织成员的变更），组织和体系（如主要管理者，决策层，或技术人员），或拥有人（如企业并购），已认证的通信地址或位置，经营范围，IATF 认定的 OEM 客户的特殊状况（参考第五版导则 8.0 条款），以及转移到新的认证机构。

Failure by your organization to inform SAI Global of a change is considered a breach of the legally enforceable agreement and may result in the withdrawal of your IATF16949 certificate by SAI Global.

如果不能告知 SAI GLOBAL 被审核方组织的变化，则被视为违反合同，可能会导致 IATF16949 证书的撤销

- Your organization cannot refuse an IATF witness audit of SAI Global on your site.
贵公司不能拒绝 IATF 在贵公司地点上对 SAI Global 的见证审核。
- Your organisation cannot refuse the presence of an SAI Global witness auditor.
贵公司不能拒绝 SAI Global 验证审核员的出席。
- Your organization cannot refuse the presence of an IATF representatives or their delegates.
贵公司不能拒绝 IATF 代表的访问授权
- Your organization cannot refuse the request of SAI Global to provide the final audit report to the IATF.
贵公司不能拒绝对 SAI Global 提供最终审核报告给 IATF。
- Consultants to your organization cannot be physically present at your site during the audit or participate in the audit in any way.

SAI Global 审核员进行审核时，咨询师不得以任何形式或身份参与到审核过程中。

- The only use of the IATF logo in relation to this certification scheme is as displayed on the certificate issued by the Certification Body. Any other use of the IATF logo, separately or not, is prohibited. Note: Your organization can make copies of the IATF16949 certificate bearing the IATF logo for marketing and advertising purposes.

IATF 标志的只能出现在认证颁发的证书上。任何其他方式使用 IATF logo 是被禁止的。注意：您的组织可以使 IATF16949 证书的副本用于市场营销和广告。

- In the application process, your organization must notify SAI Global of any prior ISO/TS or IATF certification.

在申请过程中，贵公司必须通知 SAI Global 的任何先前的 ISO/TS 或者 IATF 证书。

Failure of your organization to disclose information about previous ISO/TS or IATF certification is considered as a breach of the legally enforceable agreement and shall result in the withdrawal of your IATF16949 certificate or failure to make a positive certification decision.

贵公司不能去公开关于早先的 ISO/TS 或者 IATF 证书的信息被认为是违反法律强制执行的协议，并且将会导致你们的 IATF16949 证书的撤销或是不能作出的认证决定

Examples of the types of changes requiring notification:

更改需求通知的类型

- significant reduction or increase in the number of employees or in the manufacturing shifts, including the addition of or changes to dedicated weekend shifts
在员工人数上的显著减少或增加或是在生产班次上，包括对周末班次变化的增加或改变
- addition of production lines or new manufacturing processes
增加生产线或新的制造工艺。
- the move of a production line within the site or to another site
从一个生产线到另一个生产地点的转移。
- the move of the plant (must be communicated prior to the move)
工厂的转移（必须在搬厂之前进行沟通）
- addition of or changes to support functions
添加或更改支持功能。

8. **Certificates 证书**

Once certification has been approved we will issue you with a Certificate of Registration, which has a defined expiry date. We charge RMB1000 including GST for each additional certificate. However, a copy can be downloaded free of charge from the SAI Global Register on our website www.sai-global.com

一旦认证批准，SAI Global 将为贵公司颁发认证证书，证书上将标明有效期。同一认证的每份额外证书，SAI Global 将收取 RMB1000（税后）。证书的拷贝件也可以在 SAI Global 的网站 www.sai-global.com 上免费下载。

Endorsements and changes to existing certificates which necessitate their reissuance may be charged at RMB1000 including GST

如果需要现存证书进行修改，或进行更改，如果需要另行发证的，SAI Global 将按 RMB1000 (税后)/张收取证书更改费用。

We sincerely hope that Hunan Goldrare Automobile Parts Co., Ltd. decides to proceed with SAI Global to achieve IATF 16949 certification.

我们真诚地希望 SAI Global 能和贵公司湖南光华荣昌汽车部件有限公司一起携手取得 IATF 16949 证书

Should you wish to proceed to certification with us, please advise us of your decision as soon as possible so that dates that meet your business objectives can be identified in the appropriate auditor(s) schedule. We request that you complete and sign the application form and return it along with your fee or nominated card details for payment of the application fee.

如果贵公司决定选择 SAI Global，请尽快通知我们，这样我们可以安排合适的日程。我们要求贵公司在完成申请表并签字后，连同申请费一并返回 SAI Global。

We look forward to a long and mutually beneficial business partnership.

我们期望成为您长期合作和互惠的业务伙伴。
