



## Change Request Data Review

### Work Item Details

Work Item	WI-1172842
Type	Surveillance
Duration	12.00
Primary Standard	16949:2016   Certification
No. of FOS	0
Upgrading Standard	

Start Date	10/12/2020
End Date	11/12/2020
Certificate Number	IATF20370-9
External Reference Number	0363335
Integrated	No
Sample	No

Please review data and note changes for online submission

### Special Instructions to Auditor

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### Client Details

Client/Registered Name*	Changchun Goldrare Automobile Parts Co., Ltd.
LL Client/Registered Name*	长春光华荣昌汽车部件有限公司
Website	
Tax Number	
Business Address	No.9-3 warehouse, No.1800, Changde Road, Economic and Technological Development Zone, Changchun, Jilin, 130000, China
LL Business Address	长春经济技术开发区常德路1800号9-3号厂房, 长春, 吉林, 130000, 中国
Correspondence Address	
LL Correspondence Address	
OHS Requirements	
Other OHS Requirements	

### Other Names\*

Type	Name - Tax Number

\*Registered name/legal entity changes only. Please ensure that the appropriate documents are provided.

### Site Contact

Name	诗棋 梁
Title	
Email	liangshiqi@bjghrc.com
Phone	19969507284
Mobile	
Fax	
Address	No. 1288, Second Road, Automobile Economic and Technological Development Zone, Changchun, Jilin, 130000, China

### Billing Contact

Name	诗棋 梁
Title	
Email	liangshiqi@bjghrc.com
Phone	19969507284
Mobile	
Fax	
Address	No. 1288, Second Road, Automobile Economic and Technological Development Zone, Changchun, Jilin, 130000, China

### Register Contact

Name	
Title	
Email	
Phone	
Mobile	
Fax	
Address	

### Shift 1

No. of Employees	23
Shift Time	
Function	

### Shift 2

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No.of Employees	
Shift Time	
Function	

Shift 3

No.of Employees	
Shift Time	
Function	

Certification Details

Scope	<b>The design and manufacture of seats assemblies. Sales, Contract Review, Product Design, Process design, Test, Supplier management activities are carried out at support site: Beijing Goldrare Automotive Parts Co., Ltd. at Liu Cun Town Industrial Park, Changping District, Beijing 102204 China.</b>
Scope Exclusions	
Translated Scope	座椅总成的设计和生产。销售，合同评审，产品设计，过程设计，试验，供应商管理由北京光华荣昌汽车零部件有限公司支持，位于北京市昌平区流村镇工业园区
Translated Scope Exclusions	
Site Classification	

Site Certification Details

Site Scope	
Site Scope Exclusions	
Translated Scope 1	
Translated Scope Exclusions 1	
Risk Rating	

Family of standards

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Upgrading Standard - Please consult client for upgrading plans

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For FSC Program Only

AAF Class Start of year	
AAF Class Current	
Secondary AAF Class Start of year	
Secondary AAF Class Current	
No FSC Product Sold Since Last Audit	<b>false</b>

Lifecycle

Type	Frequency - Duration - Target Date
Stage 2	- 24.00 - 01/12/2019
Surveillance	12 - 12.00 - 01/11/2021
Re-Certification	36 - 24.00 - 01/11/2022
Surveillance	12 - 12.00 - 01/11/2023

Codes

Code Type and Name	Code Description
<b>NACE:29</b>	<b>Manufacture of motor vehicles, trailers and semi-trailers</b>

梁清林

## AUDITING PRE-START CHECKLIST (COVID-19) 审核前 检查表

### INSTRUCTIONS FOR USE 使用指南

- This checklist is to be utilised prior to the commencement of an audit. To ensure currency, it should be completed a day prior to the audit or a maximum of three days prior to the audit i.e. for audits scheduled to commence after a weekend. 本表应在审核实施前使用，为确保准确，应在审核前一天填写，最多不得提前3天以上，适用于审核策在下周一开始的情况。
- The purpose of this checklist is to ensure that the client has appropriate systems in place to minimise the risk of exposure to Covid-19. This checklist will help to determine whether an audit is to proceed. 使用本检查表的目的是确保企业有适当的防护措施以降低对新冠病毒的暴露风险。检查的结果有助于判断并决定审核是否按计划进行。
- If a response of "No" is provided, contact your Manager immediately. 若有任一回答为否，应立即联络你的经理。
- All completed checklists are to be stored on the client file. 完成的检查表应保存在客户相关的审核文件中并一同上传

### CLIENT DETAILS 企业信息

Client Name 企业名称	长春光华荣昌汽车部件有限公司		
Location 地址	长春经济技术开发区常德路1800号9-3号厂房, 长春, 吉林, 130000, 中国		
Client Contact 联络人	梁诗棋	Client Contact Position 职务	质量

No.	Item	Yes	No
1.0	POTENTIAL EXPOSURE 潜在暴露风险		
1.1	Has the site ensured that staff that have returned from international travel have not presented to work in the previous 14 days? 是否能确保企业员工出国旅行回国后应隔离观察14天?	YES	NO
1.2	Has the site ensured that staff members that have reported close contact with a confirmed case of Covid-19 have not presented to work in the previous 14 days? 是否确保要求被报告为确诊新冠患者的密切接触者应隔离观察14天	YES	NO
1.3	Has the site been free from confirmed cases of Covid-19 for the last 14 days? 审核前14天是否无确诊患者	YES	NO
1.4	Do you have a system in place to ensure that unwell staff do not present to work for the prescribed period? 是否建立体系用以确保身体不适的员工在规定的时间内不出勤?	YES	NO
1.5	Other comments:		
2.0	WORKPLACE RISKS 工作现场风险		
2.1	Do you provide access to hand sanitiser or soap/hand washing facilities? 是否建立了进场洗手/消毒设施	YES	NO
2.2	Does the site undertake appropriate cleaning of surfaces to minimise the risk of infection? 现场是否实施了适当的清洁制度以降低感染风险	YES	NO
2.3	In relation to the auditing areas, is there sufficient space to ensure that at least 1.5 metres distancing between participants is possible? 在审核现场，是否有足够的空间确保人与人之间的距离保持最少1.5米。	YES	NO
2.4	Other comments:		

### SIGN OFF 签署

Completed by 填写人	梁诗棋	Client Contact	质量
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		Position 职务	
Signature 签署	梁海根	Date 日期	2020.12.8