

Apr.3, 2023

Dear Mr. Chen

陈部长，您好！

We wish to confirm our intention to undertake a Surveillance Audit to Hebei Goldrare Automobile Parts Co., Ltd. of the IATF16949:2016 Management System from Apr.10-13, 2023. The purpose of the audit is to verify compliance to your Management System and associated procedures with the Standard.

我方将于 2023 年 4 月 10-13 日对河北光华荣昌汽车部件有限公司管理体系进行监督审核。此次审核的目的是验证贵方的管理体系和相关程序是否满足 IATF16949:2016

.Our Audit Team will comprise Zhi-jun LIU as the Lead Auditor.

我方审核小组将由刘志军担任审核组长。

IATF 审核员证书号	5-ADP-16-06-2541	有效期	2025-12-31	刘志军
QMS 审核员证书号	2018-N1QMS-3084533	有效期	2021-12-17	专业代码:NACE 22, 25

认证范围 Certification scope:

The design and manufacture of seat. The manufacture of injection molding parts, stamping parts, skeleton parts, rearview mirror parts , foaming parts and plastic painting parts Product Design, Process design, Sales, Test, Contract review, 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. 座椅的设计和制造;注塑件、冲压件、骨架、后视镜、发泡件、塑料喷漆件的生产.产品设计, 过程设计, 销售, 实验, 合同评审和供应商管理由北京光华荣昌汽车部件有限公司(北京光华荣昌汽车部件有限公司北京市昌平区流村镇工业园)支持。

Please note that all SAI Global auditors (including subcontractors) must abide by confidentiality agreements. 审核小组所有成员(包括兼职审核员)都将遵守保密协议。

The Audit will commence with the mandatory one-hour pre-opening meeting planning review (see IATF rules 5th edition 5.7.2a), followed by an Entry Meeting. 审核从首次会议前 1 个小时策划评审(见 IATF 规则第 5 版 5.7.2a)开始, 接下来是开始会议。

The audit will conclude with an auditor's conference followed by an Exit Meeting and the Lead Auditor will confirm exact times during the audit. 审核结束时将召开审核员会议, 接着召开末次会议, 审核组长将在审核期间确认确切时间。

We would appreciate it if you could arrange for relevant management personnel to be available to attend both Entry and Exit Meetings. An audit plan detailing areas to be assessed is attached. 如果贵方能安排相关管理人员出席首次会议和末次会议, 我们将不胜感激。后附上一份审核计划, 详细说明需要审核的领域。

It is our intention to conduct the audit with minimum of disruption to your operations so to facilitate this it would be appreciated if you could make appropriate personnel available to accompany our auditors. The audit team will also require easy access to pertinent manuals and procedures and an office if available. 我们希望在审核过程中尽量减少对贵方的正常运营造成的干扰, 因此贵方如果能安排适当的工作人员陪同我方审核员, 我们将非常感激。审核小组还需要方便查阅相关手册和程序, 如果具备条件的话, 还需要一间办公室。

Should you have any queries, please do not hesitate to contact me. 如果贵方有任何疑问, 请随时与我联系: 15370768856

Sincerely, 顺颂商祺!

SAI Global Team Leader : 审核组长 Rocky LIU

AUDIT PLAN

Client:	Hebei Goldrare Automobile Parts Co., Ltd. 河北光华荣昌汽车部件有限公司			App/Cert No:	ATF20370-3
Site:	No. 150 Taishan Road, Huanghua Economic Development Zone, Huanghua, Hebei, 061100, China, Hebei Goldrare Automobile Parts Co., Ltd. 泰山道 150 号, 黄骅经济开发区, 黄骅市, 河北, 061100, 中国			Type of Audit:	Surveillance
Date	Auditor	Processes/Activities	Shifts	CSR	Times From - To
第 1 天	RL	Mandatory items: (client's QMS processes) (Verification of IATF and SAI logos- verify the IATF certificate validity if posted on client's web site) (Verify the usage of authorized version of IATF documents) (Verify contingency planning including back-up power generator, refer to IAOb letter on February 28, 2022) (Verify the compliance of approved waiver if applicable) - (Verify certification structure against the requirements of Rules Annex 4, e.g., Remote support location RSL, extended manufacturing site, cooperate scheme)			8.00-9.00am
		Opening meeting 首次会议			9.00-9.30am
		MP2 Data analysis and evaluation 数据分析与评价 MP3 Quality cost management 质量成本管理 MP5 Management Review 管理评审			9.30-10.30am
		MP4 Internal audit 内部审核 MP6 improvement 改进		北京福田戴姆勒汽车有限公司	10.30-12.00pm
		Break 休息			12.00-13.00pm
		C1 Quotation 报价及项目确立 C2 Marketing 营销管理 包括验证与总部支持职能的接口, 对成都工厂的支持		中国重汽集团	13.00-14.30pm
		C3 R&D 产品、过程设计开发 包括验证与支持职能的接口		山东五征集团有限公司 北京汽车集团越野车有限公司	14.30-18.00pm
		Effectiveness review of prior audit minor nonconformities 2201、2202、2203			18.00-18.45pm
		End of Day 1 Audit 第 1 天审核结束			18.45pm
		Total number of hours per day (not including the mandatory onsite pre-planning and break time)			8 hours
		*Total time per day planned for effectiveness review of prior audit minor nonconformities (when applicable) =			0.75 hour
		Total number of audit days per audit team member =			3.5 Days
		Manufacturing Time Required (1/3 of total time minimum) =			0 / 9.5 hour
Date	Auditor	Processes/Activities	Shifts	CSR	Times From - To
第 2 天	RL	SP4 human resource management 人力资源管理			8.00-9.30am
		SP5 document management 文件管理 SP6 record management 记录管理			9.30-12.00pm

		Break 休息			12.00-13.00pm
		SP10 tooling management 工装管理			13.00-14.00pm
		SP9 product identification and traceability 产品标识及可追溯性 SP11 warehouse management 仓储管理			14.00-15.30pm
		Break 休息			15.30-19.30pm
		C4 Production 生产制造 (喷涂、注塑、后视镜组装) Shift change over: 19:50-20:00	白班 夜班		19:30-21:00pm
		End of Day 2 Audit 第 2 天审核结束			21.00pm
		Total number of hours per day (not including the mandatory onsite pre-planning and break time)			8
		*Total time per day planned for effectiveness review of prior audit minor nonconformities (when applicable) =			0 hour
		Total number of audit days per audit team member =			3.5 Days
		Manufacturing Time Required (1/3 of total time minimum) =			1.5 / 9.5 hour
Date	Auditor	Processes/Activities	Shifts	CSR	Times From - To
第 3 天	RL	C4 Production 生产制造 弯管、冲压、焊接、电泳、底座组装 Shift change over: N/A	白班		8.00-12.00pm
		Break 休息			12.00-13.00pm
		C4 Production 生产制造 发泡、缝纫、座椅总装 Shift change over: N/A	白班		13.00-17.00pm
		End of Day 3 Audit 第 3 天审核结束			17.00pm
		Total number of hours per day (not including the mandatory onsite pre-planning and break time)			8
		*Total time per day planned for effectiveness review of prior audit minor nonconformities (when applicable) =			0 hour
		Total number of audit days per audit team member =			3.5 Days
		Manufacturing Time Required (1/3 of total time minimum) =			8 / 9.5 hour
Date	Auditor	Processes/Activities	Shifts	CSR	Times From - To
第 4 天	RL	SP12 产品放行			8:00-10:00am
		Debrief 高层简报 Report preparation 编制报告			10.00-11.30am
		Exit meeting 结束会议			11.30-12.00pm
		End of Day 4 Audit 第 4 天审核结束			12.00pm
		Total number of hours per day (not including the mandatory onsite pre-planning and break time)			4 hours
		*Total time per day planned for effectiveness review of prior audit minor nonconformities (when applicable) =			0 hour
		Total number of audit days per audit team member =			3.5 Days
		Manufacturing Time Required (1/3 of total time minimum) =			0 / 9.5 hour

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Note:

- For additional guidance on Audit Plan content refer to the **Auditor Guide for Automotive Scheme** within the audit pack
- Table 1, 2, 3, 4 are integrated part of the audit plan
 - Table 1: Verification of pre-planning information
 - Table 2: Verification of audit time
 - Table 3: Verification of auditing manufacturing on all shifts
 - Table 4: Verification of auditing CSR

Audit Plan Revision:	Document here any change to the published audit plan:
Apr.4, 2023	Initial

For SAIG Use Only: Applicable to Stage2, Surveillance and Recertification Audits

Table 1: Table for Documenting the Output of the Audit Planning Process (“Annex 3” – Rules 5th edition)

Information to be Completed by the Auditor Only	
Date that the client submitted the pre-planning information	Date(s): Apr.2, 2023
Did the client supply you with <u>ALL</u> of the required pre-planning information prior to issuing the audit plan (see Rules section 5.7.1)? Annex 3 table must be filled out by auditor regardless whether the information was received ahead of time or during the pre-planning meeting	<input checked="" type="checkbox"/> Yes , the client supplied <u>complete</u> data prior to issuance of the audit plan. Must be data <u>since the last audit</u> (6, 9 or 12 months of data) <input type="checkbox"/> No , the client did not supply complete information. <u>The audit plan may still be issued</u> , but subject to change upon further review of any missing data. <u>Additional time must be added</u> to evaluate any missing information. This is <u>in addition</u> to the mandatory one-hour onsite pre-planning. This is <u>prior to</u> the opening meeting. SEE ADDITIONAL TIME ADDED TO THE ONSITE PRE-PLANNING TIME IN THE AUDIT PLAN TABLE.
Date audit plan was issued	Date: Apr.4, 2023
Pre-Planning Information required: This is a mandatory audit document:	
The client’s quality management system documentation: documented statements of a quality policy and quality objectives, a quality manual, documented processes, process map showing linkages and interactions of the processes. If remote support location is audited by another IATF recognized CB, the organization shall provide to SAI Global prior to the audit a copy of the audit plan, audit report, all findings, all corrective actions, and all verification actions by the other certification body. This information shall	Analysis details: - The quality map showed processes, this site is supported by HQ. - Quality policy and quality objectives were noted in quality manual. - Support site has been audited by SAI