



Conformity of Production

Audit Schedule

Audit Details

Issue: 00

CCA592737

Organisation:	Beijing Goldrare (Cangzhou Plant)	Auditor:	Charly Su (13752615941)
Date of Audit:	07/04/2023	Observer:	NA
Reason for Audit:	Update	Standard /	ECE R46
ISO9001 Held:	Yes	Legislation:	

Time (Approximately)	Location	Activity	To cover / Audit Specific (Grey out if Not Applicable)
9:00-9:30	Meeting Room Choose an item.	Opening Meeting	introductions with each other (Purpose of visit and Method of working) 首次会议: 审核机构以及审核内容/工作流程介绍, 迎审公司情况介绍
9:30-12:00	Stores Workshop	Incoming Goods	Key material/components inspection(especially for E/e mark components), WI , inspection record, components storage control 来料检验, 检验指导书, 检验记录, 物料存储控制
		Incoming Goods and Markings	
		Control of Manufacture	Production Facility & process & quality control (on site) 生产设备管理, 工艺、质量控制 (现场), 实验室 Lab
		Procedure for Monitoring	
		Manufacturing Facility	
Final Inspection	Final inspection control before leaving production line and before shipping out(Link to control plan), 最终检验 Sampling Checking, Initial-NA (样品检查, 初次不适用) Lab 检验能力确认		
12:00-12:30	Meeting Room	Lunch	Lunch
12:30-14:00	Meeting Room	Quality Documentation	Quality manual/QMS certificate/Type Approval



			certificate; Document & drawing control, quality record control/retention date; Internal audit 质量手册/体系证书/文件控制程序 审查 (文件、图纸的控制/质量记录控制, 内审)
	Meeting Room	Control Plans	Process control plan and Cop test control plan 过程控制计划和 COP 测试控制计划
		Monitoring	COP item Monitor (COP test report), Initial-NA 法规 COP 测试项目监控, 含法规要求测试项目, 第三方检验报告, 如自有实验室有能力, 自检报告也可。初次审核不适用
14:00-15:30	Meeting Room	Supplier Selection	Supplier selection, supplier performance monitoring 供方选择, 供方表现监控
		Supplier / Third Party Control	
		Change Control	Change control for type approval product Conformity control) 认证产品变更控制 (一致性保证)
15:30-17:00	Meeting Room	Non-Conforming Manufactured Product	Non-conform control, Recall, traceability 不合格处理程序, 召回程序, 追溯性管理
		Calibration	Calibration list, Calibration certificates, Label 计量清单, 证书, 标签
		Staff Competency	Training, skill capability for key position; 培训, 员工技能 (侧重一线员工关键技术技能, 如一线员工技能培训记录)
17:00-17:30		Audit Closing Meeting	末次会议

See overleaf for audit conditions / terms of audit.

Terms of Audit:



Vehicle
Certification
Agency



Vehicle Certification
Agency Europe

Lunch timings will be determined by the Auditor either Prior to or during audit opening meeting.

The audit will be conducted with direct company employees unless it can be demonstrated that any CoP / QMS consultant attends on-site at least once per calendar month. However, attendance at the audit is acceptable as long as their role is that of an observer or guide only as defined in ISO 19011:2011 (1 An observer is not a part of the **audit team** (3.9) and does not influence or interfere with the conduct of the **audit** (3.1)).

The audit will be conducted against **Type Approvals that VCA are involved in**. If the scope of the audit is to include Approvals from other type Approval authorities then this is to be requested prior to the start of the audit and the relevant approvals supplied.