



DOCUMENT REQUISITION LIST

文件清单

TECHNICAL AUDIT

技术审核

Note: Please prepare following documents/records for document review during factory audit. If you have any query, please do not hesitate to contact us.

注意: 请准备以下清单中的文件/记录以备审核员在审核过程中核查.如有任何疑问, 请与我们联系.

	Document Types 文件	For Auditor Use Only 仅供审核员使用			Remarks 备注栏
		Copy Required			
		Yes	No	NA	
A1	ISO9001:2008 Certificate ISO9001:2008 证书				
A2	Quality Manual 品质手册				
A3	Quality Procedures / Instructions 程序文件 / 指导书				
A4	Management Review Records 管理评审记录				
A5	Internal Audit Records 内部审核记录				
A6	Production Flow Chart 生产流程图				
A7	Products Related Legislations/standards 产品相关法规/标准				
A8	Records of Patent Management 专利管理记录				
A9	Customer Complaint Records 客户投诉记录				
A10	R&D Records / Technical Files 设计开发记录/技术文档				
A11	Inspection Instructions and Records 测试指导书及检验记录(来料, 制程及最终检验)				
A12	Engineering Change Records 工程变更记录				
A13	Equipment list of Internal lab 内部实验室设备清单				
A14	Measuring/Testing Equipment List 测试仪器清单				
A15	Calibration Plan 仪器校正计划				
A16	Internal & External Calibration Records 仪器内部/外部校正记录				
A17	Qualification of Internal Calibration Operator 内校人员资格				
A18	Internal Calibration Instructions 内部校正指导书				
A19	Purchasing Order 采购单				
A20	Approved Vendor List 合格供应商名单				
A21	On-site Vendor Audit Reports 供应商现场评估报告				
A22	Vendor Performance Evaluation Records 供应商绩效考评记录				
A23	Certification for wood management (FSC, PEFC, TFT, etc.) 木材管理体系证书 (FSC, PEFC, TFT, etc.)				
A24	Wood supply chain and relevant records (Invoice, delivery documents, etc.) 木材供应链及相关资料(发票,运输证等)				
A25	Crisis Management Procedure 危机管理程序				
A26	C-TPAT/AEO procedures/records 安保程序/记录				