



# 国恒认证检测（广东）有限公司

G-Eternal Certification & Inspection (GuangDong) Co.,Ltd

## 审核方案 Audit Programs

### 一、企业基本信息：Basic Information

项目编号 Scheme No.		编制日期 Date		方案编制 Prepared By	
				方案审批 Approved By	
客户名称 Client Name					
认证范围 Scope					
认证标准 Standard	Q1 GB/T19001-2016/ISO9001:2015; (不适用条款:8.3) S1 GB/T45001-2020/ISO45001:2018;		E1 GB/T24001-2016/ISO14001:2015; <input type="checkbox"/> 其他: Others		
专业代码 Technical Code		过程风险等级 Risk		现场总数 Site qty	雇员总数 Total Employees
人天 Cycle MD	认证 CA	监督 Sur./Y		再认证 R.C.	
现场信息 On-site information (01 场所号写主现场审核地址; 超过 3 个多场所审核地址需另附页)					
场所号 Site No.	审核地址 Assessment Address		雇员总数 Total Employees	主要活动 Scope of certification/registration	

### 二、各阶段审核安排策划：参照企业提供的质量/环境/安全职责分配表，采用过程审核方法，进行审核安排策划；

Audit arrangement and planning at each stage: according to the quality/environment/safety responsibility distribution table provided by the enterprise, audit arrangement and planning are carried out using the process audit method;

ISO9001:2015/ISO14001:2015/ISO45001:2018 参照如下：

审核类别 Audit Type	审核条款 Audit Clause	审核部门 Audit Department	备注 Note
1) 初审、 再认证 Initial Audit、 Recertification	QMS/EMS/OHSMS 标准全部条款 (QMS 不适用条款除外); All clause of QMS/EMS/OHSMS standard (except for terms not applicable to QMS);	QMS/EMS/OHSMS 管理体系 所覆盖全部部门; All departments covered by QMS/EMS/OHSMS management.	OHSMS 审核须安排审核 员工代表。 Employee representatives should be arranged in OHSMS Audit.
2) 监 1 Surveillance 1	QMS 必审条款及内容: The clause and content must be audited 4/5/6/7. 1. 5/7. 2-4/7. 5. 1/8. 1/8. 3/8. 4/8. 5. 1-6/8. 6/8. 7/ 9. 1. 1/9. 1. 2/9. 2/9. 3/10; 与高层/部门负责人/员工的面谈/ 投诉处理/不适用条款确认/体系任何变更/证书、标志及认证 资格的使用/上次审核不符合采取的措施/顾客反馈; Interview with top management/ department head/staff/ complaint/handling/confirmation of NA terms/any changes in the system/use of certificates, marks and certification qualifications/ corrective action taken during the last audit/customer feedback;	本次监督审核条款所覆盖 的部分部门; All departments covered in this surveillance.	如为销售型企业 8.2 必 审; 8.2 must be audited for sales enterprises.
	EMS 必审条款及内容: The clause and content must be audited 4/5/6/7. 1-4/7. 5. 1/8. 1/9/10; 与高层/部门负责人/员工的 面谈/投诉处理/体系任何变更/证书、标志及认证资格的使用 /上次审核不符合采取的措施/守法情况确认; Interview with top management/department head/staff/complaint handling/any changes in the system/use of certificates, marks and certification qualifications/action taken during the last audit/ confirmation of compliance with the law;	本次监督审核条款所覆盖 的部分部门; All departments covered in this surveillance.	
	OHSMS 必审条款及内容: The clause and content must be audited	本次监督审核条款所覆盖 的部分部门;	OHSMS 审核须安排审核员 工代表。



# 国恒认证检测（广东）有限公司

G-Eternal Certification & Inspection (GuangDong) Co.,Ltd

## 审核方案 Audit Programs

		4/5/6/7.1-4/7.5.1/8.1/9/10; 与高层/部门负责人/员工的面谈/投诉处理/体系任何变更/证书、标志及认证资格的使用/上次审核不符合采取的措施/守法情况确认; Interview with top management/department head/staff/complaint handling/any changes in the system/use of certificates, marks and certification qualifications/action taken during the last audit/confirmation of compliance with the law;	All departments covered in this surveillance.	Employee representatives should be arranged in OHSMS Audit.
3) 监 2 Surveillance 2	QMS	必审条款及内容: The clause and content must be audited 4/5/6/7.1.1-6/7.5.2-3/8.1/8.2/8.3/8.5.1-3/8.6/8.7/9.1.1/9.1.3/9.2/9.3/10; 与高层/部门负责人/员工的面谈; 投诉处理/不适用条款确认/体系任何变更/证书、标志及认证资格的使用/上次审核不符合采取的措施; Interview with top Management/department head/staff; complaint/handling/confirmation of NA terms/any changes to the system/use of certificates, marks and certification qualifications/actions taken during last audit	本次监督审核条款所覆盖的部分部门; All departments covered in this surveillance.	如为销售型企业 8.2 必审; 8.2 must be audited for sales enterprises.
	EMS	必审条款及内容: The clause and content must be audited 4/5/6/7.1/7.5.2-3/8.1-2/9/10; 与高层/部门负责人/员工的面谈/投诉处理/体系任何变更/证书、标志及认证资格的使用/上次审核不符合采取的措施/守法情况确认; Interview with top Management/department head/staff/complaint handling/any changes in the system/use of certificates, marks and certification qualifications/action taken during the last audit/confirmation of compliance with the law;	本次监督审核条款所覆盖的部分部门; All departments covered in this surveillance.	
	OHSMS	必审条款及内容: The clause and content must be audited 4/5/6/7.1/7.5.2-3/8.1-2/9/10; 与高层/部门负责人/员工的面谈/投诉处理/体系任何变更/证书、标志及认证资格的使用/上次审核不符合采取的措施/守法情况确认; Interview with top management/department head/staff/ complaint handling/any changes in the system/use of certificates, marks and certification qualifications/action taken during the last audit/ confirmation of compliance with the law;	本次监督审核条款所覆盖的部分部门; All departments covered in this surveillance.	OHSMS 审核须安排审核员工代表。 Employee representatives should be arranged in OHSMS Audit.

### 三、审核方案调整的记录 Adjustment record for audit scheme

审核方案调整的记录（项目审核组长填写） Filled by TL						
		初审一阶段 Initial Audit(Stage I)	初审二阶段 Initial Audit(Stage II)	第一次监督 Surveillance I	第二次监督 Surveillance II	再认证 Recertificate
A	人天增加 Increase of man day					
	原因说明 Reason					
B	人天减少 Decrease of man day					
	原因说明 Reason					
C	人天不变 Remain					
	原因说明 Reason					

### 四、方案执行指引: Implementation Guidelines

- 一阶段审核重点: 体系范围界定确认/体系文件审查/体系产品(服务)/各项行政检查/合规性确认/QMS 不适用条款的确认/体系关键绩效/体系运作过程识别/体系的各条款运行成熟度; 二阶段: 投诉处理/体系变化/第一阶段审核不符合采取的措施; 监督和再认证: 各项行政检查/合规性确认/投诉处理/QMS 不适用条款的确认/体系任何变更/证书、标志及认证资格的使用/上次审核不符合采取的措施;

Focus of audit stage I: confirmation of system scope definition/review of system documents/system products (services)/ administrative inspection/compliance confirmation/confirmation of NA terms of QMS/confirmation of system key performance/identification of system operation process/maturity of each term of the system; Stage 2: Complaint handling/System change/Stage 1 audit does not comply with the action taken; Supervision and recertification: administrative inspection/compliance confirmation/complaint handling/confirmation of NA terms



# 国恒认证检测（广东）有限公司

G-Eternal Certification & Inspection (GuangDong) Co.,Ltd

## 审核方案 Audit Programs

of QMS/any changes to the system/use of certificates, marks and certification qualifications/measures taken in the last audit that do not meet the requirements;

2. 每次监审涉及的代表性区域或职能，QMS 至少包括各项行政检查/合规性确认/生产/检验、工艺/设计（适用时）/体系任何变更/证书/标志及认证资格的使用/上次审核不符合采取的措施等；EMS&OHSMS 至少包括环境因素（危险源）/环境（安全）目标、运行控制与策划、合规性评价、监视测量分析与评价、体系任何变更/证书/标志及认证资格的使用/上次审核不符合采取的措施等；

For representative areas or functions involved in each supervision and audit, the QMS shall at least include various administrative inspections/compliance confirmation/production/inspection, process/design (where applicable)/any changes in the system/use of certificates/marks and certification qualifications/measures taken for non-conformity in the last audit; EMS&OHSMS shall at least include environmental factors (hazard sources)/environmental (safety) objectives, operation control and planning, compliance evaluation, monitoring measurement analysis and evaluation, any changes in the system/use of certificates/marks and certification qualifications/measures taken by the last audit, etc.;

3. 填写“方案调整”栏。其中，A 的情况主要包括：增加现场/扩大认证范围/增加人员规模/迁址（Q 高风险，E/S 中/高风险），B 的情况主要包括：减少现场/缩小认证范围/减少人员规模，C 的情况主要包括：公司更名/地址行政命名变更/销售贸易及 E/S 低风险类。增加或减少的人天不低于 0.5，不高于复评。

Enter the 'Adjustment record for audit scheme' Among them, the situation of A mainly includes: increasing the site/expanding the scope of certification/increasing the scale of personnel/relocation (Q high risk, E/S medium/high risk); the situation of B mainly includes: reducing the site/narrowing the scope of certification/reducing the scale of personnel; the situation of C mainly includes: company name change/address administrative name change/sales trade and E/S low-risk category. Increase or decrease of no less than 0.5 person days, no more than the review.

4. 本方案所指“审核方案调整的记录”，为实际现场审核中所产生的有关事实变化，确有产生时，组长需如实记录，必要时还需提交证据，如可接受来自客户确认盖章的申明文件等。审核当天不接受扩大人天的方案调整，

The 'Adjustment record for audit scheme' referred to in this plan refers to the changes of relevant facts arising from the actual on-site audit. If they do occur, the team leader shall truthfully record them and submit evidence if necessary, such as the confirmation and seal declaration documents from customers that are acceptable. We will not accept the adjustment of the plan to expand the man-day on the day of review.

5. 专业条款的认定：Identification of professional clause

ISO9001:2015:8.1/8.2 (仅限销售企业) (Sales only) /8.3/8.5.1/8.6/8.7;

ISO14001:2015:6.1.2/6.2.1/6.2.2/8.1/9.1;

ISO45001:2018:6.1.2/6.2/8.1/9.1;

6. 人天数计算方法参照：GEC-MR-02 认证审核时间标准；

Refer to the GEC-MR-02 Guidance of management system audit time determination;

7. 本方案为一个认证周期使用。This scheme is used for one authentication cycle

8. 同一客户增加其他体系而进行整合审核时，需重新策划方案

When the same client adds other systems and carries out integration audit, it needs to re-plan the scheme