




TTE PAKISTAN

Guidance document

On-site Audit system


| | | | |
|---|-------------------------------------|--------------------------------------|-------------------------------|
|  | | <h1>TTE PAKISTAN</h1> | |
| Guidance document— On-site Audit system | Established department: QM Dept. | Document encoding: TTE-GUD-QM-002 | Effective date: 20-12-2022 |
| | Confidentiality level: General | Version:1.1 | Page: 2 / 5 |

Approval and signing information

| | | | | | |
|---|--------------------------|-------------------------|--------------------------------------|-----------|------------|
| Constituted by | Bushra Asst.QMS Engineer | Constituted date | 19-12-2022 | | |
| Participate in the discussion and review of the department | | | | | |
| Department | Signature | Date | Department | Signature | Date |
| <input type="checkbox"/> QMS Responsible | | 19-12-2022 | <input type="checkbox"/> QM Manager | | 19-12-2022 |
| <input type="checkbox"/> PD Manager | | | <input type="checkbox"/> ENG Manager | | |
| <input type="checkbox"/> Admin Dept. | | | <input type="checkbox"/> HR Dept. | | |
| <input type="checkbox"/> PD Dept. | | | <input type="checkbox"/> QM Dept. | | 19-12-2022 |
| <input type="checkbox"/> PMC Dept. | | | <input type="checkbox"/> WH Dept. | | |
| <input type="checkbox"/> ENG Dept. | | | | | |
| General Manager | | Approved date | 19-12-2022 | | |
| Document issuing department | | QM | | | |

Document receiving and with drawl

| Copy No. | Copyholder designation | Receiving date & signature | Withdrawal date & signature |
|----------|------------------------|----------------------------|-----------------------------|
| 1 | General Manager | | |
| 2 | QM Manager | | |
| 3 | ENG Manager | | |
| 4 | WH. Manager | | |
| 5 | HR Manager | | |
| 6 | PD Manager | | |
| 7 | PMC Manager | | |
| 8 | Admin Manager | | |

| | | | |
|---|-------------------------------------|--------------------------------------|-------------------------------|
|  | | TTE PAKISTAN | |
| Guidance document— On-site Audit system | Established department: QM Dept. | Document encoding: TTE-GUD-QM-002 | Effective date: 20-12-2022 |
| | Confidentiality level: General | Version:1.1 | Page: 3 / 5 |

Document Revision Status

| NO. | Version | Revision date | Modified Content | Modifier | Approver |
|-----|---------|---------------|--|--------------------------------|--------------------|
| 1 | 1.0 | 20-12-2022 | Generated Record Audit Tracking Report is updated | Bushra Asst.QMS Engineer | General Manager |

1.0 Purpose

According to the company's standards system procedure, through the on-site audit collect the objective evidence to verify that the company's system is in accordance with the requirements of the company and to make judgments of compliance audit.

2.0 Range of application


- 2.1 Applicable to all product-related processes of the company
- 2.2 Audit standards: Based on factory-related operating standards.

3.0 Duty

| The leader of the process leading | | |
|-----------------------------------|---|---------------------------|
| Responsible Dept. | AIM & Responsibility | Person in charge |
| QM | Responsible for the development and revision of specifications, the company's production site audits and issues tracking until closed | QMS Engineer |
| The Main Scenario | | |
| Responsible Dept. | AIM & Responsibility | Person in charge |
| All Department | Should cooperate with on-site audit, the department involved in the audit for the reasons of the problem analysis and improvement. | Sr. Manager / Team leader |

4.0 Definition

- 4.1 **Site Audit:** In the actual on the site based audit to review company's entire process, find issue related to process and systems within the department and provide related issues report responsible department for analysis and improvement, the purpose of which is to verify the compliance of the company's management system.

| | | | |
|---|-------------------------------------|--------------------------------------|-------------------------------|
|  | TTE PAKISTAN | | |
| Guidance document— On-site Audit system | Established department: QM Dept. | Document encoding: TTE-GUD-QM-002 | Effective date: 20-12-2022 |
| | Confidentiality level: General | Version:1.1 | Page: 4 / 5 |

5.0 Key Performance Indicator--KPI

None

6.0 Working Procedure

6.1 QMS Engineer Follow this standard procedure to perform on-site audit, make sure that audit must be fair and open.

6.1.1 Review the audit plan and inform the relevant department before the audit.

6.1.2 Audit implementation

6.1.3 The audit results are communicated to the relevant responsible department and ordered the reason analysis and improvement.

6.1.4 The effect of corrective / corrective actions is traced to confirm the closure of the issue point.

6.1.5 Keep a record of on-site audit.

6.2 **Site Audit Frequency:** 1 times/day, combined with specific work to do the corresponding adjustment.

6.3 The auditing member is QMS Engineer.

6.4 The day before the audit to inform the relevant departments on-site audit plan.

6.5 Perform audits


6.5.1 Audit content in accordance with the company's process specification.

6.5.2 When the problem is found, it should be promptly confirmed with the relevant responsible departments.

6.5.3 After the audit, QMS Engineer will review and identify problems before 15:00 on the audit day. Inform the responsible department of the on-site audit follow-up form and analyze the causes and countermeasures.

6.6 The responsible department should return the reason analysis and improvement measures to QMS Engineer for follow-up confirmation within three working days for issuing audit problem points.

6.7 Issue effect tracking and closing: QMS Engineer receive analysis and improve the countermeasures first to confirm their suitability, in accordance with the expected completion time of responsibility Department response to their improvement measures to do the effect evaluation, the general problem completion time must not exceed 15 days, serious problems should not exceed 7 days; If the improvement measures are effective, close the corresponding problem points, If not, continue to promote improvement until the problem point is closed.

| | | | |
|---|-------------------------------------|--------------------------------------|-------------------------------|
|  | TTE PAKISTAN | | |
| Guidance document— On-site Audit system | Established department: QM Dept. | Document encoding: TTE-GUD-QM-002 | Effective date: 20-12-2022 |
| | Confidentiality level: General | Version:1.1 | Page: 5 / 5 |

6.8 Record: The record of the "**Audit Tracking Report**" should be kept for a period of one year.

7.0 Relevant documents and records

7.1 Generated records

| Sr . No . | Form & Table name | Form & Table form No . |
|-----------|-----------------------|------------------------|
| 1 | Audit Tracking Report | TTE-GUD-QM-002-01B |

7.2 Relevant records

None

7.3 Relevant documents

None

8.0 Flow chart

None