

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 18			Revision No :01
Date Issued : 01/01/2018 Revision Date 20/09/2023			Page No : 1 of 4

Purpose	: To define the company procedure to ensure conducting mutually beneficial technical or ethical audit by the customer or any third party on behalf of the customer.
Scope	: The procedure is applicable to Samson rubber industries (pvt) Ltd, (Head office and all manufacturing and packaging operations.)
Responsibility	: Detailed Below
Authority	: Director
Procedure	

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	<p>Step 3</p> <p>Inform the customer on company policy on disclosure agreement of the company with the Audit confirmation.</p> <p>Step 4</p> <p>if any doubt, as to whether the site mentioned is not within the scope of customer standard, discuss with the head of Department prior to return the required documents to customer</p>	<p>Sector Manager - International marketing</p> <p>Sector Manager - International marketing</p>	
2.0	<p>Coordination and Communication</p> <p>Coordinate with the factory technical and ethical compliance team to facilitate the customer audit</p> <p>Coordinate with customer or the third party auditing body representing the customer for organizing and conducting the audit</p>	<p>Sector Manager - International marketing</p>	
3.0	<p>In order to facilitate audit properly.</p> <p>Following <u>General Documents</u> should be available for review.</p> <p>i. Company profile (Number of employees and structure , Production capability)</p> <p>ii. Organization chart</p> <p>iii. Business License</p> <p>iv. Environmental License</p> <p>v. Fire safety certificate</p> <p>vi. Certificate of Building safety</p> <p>vii. Emergency Preparedness</p> <p>viii. Factory policies</p> <p>ix . International Standards, Accredited</p>	<p>Head of HR</p> <p>Head of Fire safety and environment system</p> <p>Head of Fire safety and environment system</p>	
4.0	<p>Following Key Audit requirements related to <u>Corporate Social Responsibility</u> should be maintained.</p> <p><u>1.Ethics</u></p> <p>i Responsibility,</p> <p>ii. Transparency and accountability</p>	<p>Head of Departments</p>	“

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	<p><u>2.Labour Practices</u></p> <ul style="list-style-type: none"> i. Child labor, ii. Working hours, iii.. Wages and Benefits, iv. Contracts, v. Non- Discrimination, vi. Freedom of Association <p><u>3.Health and Safety</u></p> <ul style="list-style-type: none"> i. Occupational health and Safety ii. Safety communication, iii. Emergency preparedness iv. Occupational Injury and illness, v. Machine Safeguarding , vi. Work place conditions, Canteen) <p><u>4.Environmental Protection</u></p> <ul style="list-style-type: none"> i. Legal requirement and General monitoring ii. Hazardous Substances & Waste management iii. Pollution Prevention 	<p>Head of HR</p> <p>Fire safety and environment Manager</p> <p>Head of Departments</p> <p>Head of HR,</p> <p>Fire safety and environment Manager</p>	
5.0	<p>It is necessary to demonstrate Following Technical Audit requirements, for its ability to consistently provide product and services that meet customer and applicable statutory and regulatory requirements.</p> <ul style="list-style-type: none"> 1. Management System <ul style="list-style-type: none"> i. Management commitment and control ii. Product Safety and Quality Management iii. Raw material , Packaging and Out sourced process supplier management iv. Product Development and Product Specifications v. Customer complaint, Product withdrawal and Recall, vi. Incident management 	Head of Departments	"

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	<p>2. Facilities</p> <ul style="list-style-type: none"> i. External areas and Site Security ii. Design and Construction of Premises iii. Design and Construction of Equipment iv. Employee Facilities v. Personal Protective Equipment <p>3. People Management</p> <ul style="list-style-type: none"> i. Training ii. Personal Health and Hygiene iii. Ethical Trading and Contract labour <p>4. Operational Control</p> <ul style="list-style-type: none"> i. Process Control ii. Traceability iii. Foreign Object control iv. Metal Detection v. Calibration and Verification vi. Weight , Volume, Size and Count Control vii. Product labeling and Coding viii. Product Inspection and Analysis ix. Environment, Water, and Waste Management x. Operational Hygiene and Cleaning programme. xi. Maintenance <p>Operational Control continue.....</p> <ul style="list-style-type: none"> xii. Pest management xiii. Transport xiv. Cleanliness 	<p>Head of HR</p> <p>Fire safety and environment Manager</p> <p>Head of HR</p> <p>Heads of Departments</p>	
6.0	<p>Audit Report and Corrective Action Plan</p> <p>Upon Receipt the Audit report with Corrective Action Plan template</p> <p>It is required to develop and submit CAP to Customer within the timeline agreed.</p> <p>Once the Cap is approved by the customer, It may be required to submit documents or photos to support, its actual implementation.</p>	<p>Sector Manager - International marketing</p> <p>Head of Departments</p>	"

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