

# Supplier Audit Plan

Form: 9-PR-011-9-Fo-0001

Version:03

Page 1 of 5



Effective date for this form: via DMS

Record no: 9-PR-011-9-Fo-0001-9-RC-0153

## Part I. AUDIT PLAN FOR SUPPLIER

<b>1.1 Supplier name:</b>	<b>1.2 Address:</b>
CTY TNHH Muto Viet Nam	KCN Long Binh, Lô C7-1, Tp. Biên Hòa, Đồng Nai
<b>1.3 Supplier scope: (follow table 2- SOP 9-PR-011)</b>	
Group 4: Optical connection part Group 6: Plastic part Group 7: Plastic case	

<b>1.4 Audit purpose:</b>
<input type="checkbox"/> First evaluation <input checked="" type="checkbox"/> Re-evaluation <input type="checkbox"/> Other: ..... ..... .....

<b>1.5 Audit Type:</b>	
<input checked="" type="checkbox"/> On-site audit. <input type="checkbox"/> Off-site audit. <input type="checkbox"/> Meeting, discuss with supplier (apply for re-evaluation only)	Reason (if any):  Periodically audit for QMS, 1 <sup>st</sup> audit for RBA

<b>1.6 Assign audit team (only apply for on-site audit)</b>
1. Lead auditor: Đức TNM (QMS), Phương HTH (RBA)  2. Member: Hằng VT (QMS), Tú LT (RBA), Huê LT (RBA)

<b>1.7 Check list use for supplier</b>
<input checked="" type="checkbox"/> 9-Pr-011-9-Fo-0005 Checklist of Supplier Audit - Full Form <input type="checkbox"/> 9-Pr-011-9-Fo-0007 Checklist of Supplier Audit - Short Form. <input type="checkbox"/> 9-Pr-011-9-Fo-0009: Checklist of Supplier Audit - maintenance, calibration, laboratory testing service <input type="checkbox"/> 9-Pr-011-9-Fo-0006: Checklist of Supplier Audit - tool/jig, miscellaneous and forwarder <input type="checkbox"/> 9-Pr-011-9-Fo-0014: Checklist of Supplier Audit - Trading company <input checked="" type="checkbox"/> 9-Pr-011-9-Fo-0018: CSR checklist for Supplier's Self-Evaluation

**Supplier Audit Plan**

Form: 9-PR-011-9-Fo-0001

Version:03

Page 2 of 5

**1.8 Audit Criteria: (apply for on-site audit)**

-ISO 9001-2015.  
-Check list 9-Pr-011-9-Fo-0005  
-Check list 9-Pr-011-9-Fo-0018

**1.9 Preparation (Related document- apply for on-site audit)**

-

Prepared by:

Duc TNM

Date: 12-Aug-2024

Approved for audit plan

  
Phuong NTH

Date: 12-Aug-2024

  
Minh Đức

**Supplier Audit Plan**

Form: 9-PR-011-9-Fo-0001


Version:03

Page 3 of 5

**Part II. DETAIL AUDIT SCHEDULE (apply for on-site audit)****QMS Team**

Time	Auditee	Process/Activities	Place	Note
<b>15-Aug-2023</b>				
8h00-8h30		Open meeting. Then separating into 2 team (QMS & RBA)	Office	
8h30-10h00		<b>Workshop Visit</b> - Incoming area - Warehouse area - Production area	Workshop	
10:00-11h30		<b>Document confirm:</b> <ul style="list-style-type: none"> <li>• Document control.</li> <li>• Control of external provided processes, products, materials, and services.</li> <li>• Production control</li> </ul>	Office	
Break time			(Out side)	
13h00-15h00		<ul style="list-style-type: none"> <li>• Machine, equipment control</li> <li>• Non-conforming control</li> <li>• Corrective action-preventive action</li> <li>• Handling, storage, packing, product release.</li> </ul>	Office	
15h00-15h30		<b>Summary report &amp; Close meeting</b>		

Approved by (Lead Auditor):


 DucTNM  
 Minh Đức

Date: 12-Aug-24

Prepared by:

Duc TNM

Date: 12-Aug-2024

**Supplier Audit Plan**

Form: 9-PR-011-9-Fo-0001

Version:03

Page 4 of 5

**RBA Team**

Time	Auditee	Process/Activities	Place	Note
<b>15-Aug-2023</b>				
8h00-8h30		Open meeting. Then separating into 2 team (QMS & RBA)	Office	
8h30-10h00		Factory Tour & Observations. (same with QMS team)  -Labor document review (Personnel list, labor contract, attendance, payroll, employee handbook, rules, and records) -Ethics (policies, procedures, records) - Labor, Ethics management system	Workshop /Office	
10:00-11h30		-Environmental document review (approvals, certificate, monitoring reports, procedures, and records) and management system.	Office	
Break time				
13h00-14h00		-Worker interview (depends on audit progress)	Office	
15h00-15h30		<b>Summary report &amp; Close meeting</b>		

Approved by (Lead Auditor):

Prepared by:

Hue LTB



Phuong NTH

Date: 12-Aug-24

Date: 12-Aug-24