

Supplier Audit Plan

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

Version:03

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Effective date for this form: via DMS

Record no: 9-PR-0014-9-FO-0001-9-RC-0063

Part I. AUDIT PLAN FOR SUPPLIER

1.1 Supplier name:

Aachen Optical Fiber Conec Technology Co.,LTD

1.2 Address:

Workshop X5&X3 in Hai Thanh workshop area for lease, Hai Thanh Ward,Duong Kinh District

1.3 Supplier scope: (follow table 2- SOP 9-PR-011)

Group 3: Optical transmission parts

1.4 Audit purpose:

☒ First evaluation☐ Re-evaluation☐ Other:

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1.5 Audit Type:

☒ On-site audit. (Via video call)☐ Off-site audit.☐ Meeting, discuss with supplier
(apply for re-evaluation only)

Reason (if any):

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1.6 Assign audit team (only apply for on-site audit)

1. Lead auditor: HieuTT

2. Member: HangVT

1.7 Check list use for supplier

- ☒ 9-Pr-011-9-Fo-0005 Checklist of Supplier Audit - Full Form
- ☐ 9-Pr-011-9-Fo-0007 Checklist of Supplier Audit - Short Form.
- ☐ 9-Pr-011-9-Fo-0009: Checklist of Supplier Audit - maintenance, calibration, laboratory testing service
- ☐ 9-Pr-011-9-Fo-0006: Checklist of Supplier Audit - tool/jig, miscellaneous and forwarder
- ☐ 9-Pr-011-9-Fo-0014: Checklist of Supplier Audit - Trading company

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

Base on check list 9-Pr-011-9-Fo-0005

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

Base on check list 9-Pr-011-9-Fo-0005

Prepared by:

HangVT

Date: 05/Sep/24

Approved for audit plan


Minh Đức

Date: 06-Sep-24

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

Time	Auditee	Process/Activities	Place	Note
19-Sep-24	Mr. Shen Song Yun Ms. Nguyen Thi Nga			
8:00am – 8:30am		Open meeting	Office	
8:30am – 12:00am		Review of the system	Office	
		<ol style="list-style-type: none"> 1. Quality policy- Organization 2. Document Control. 3. Planning for receiving order, scheduling the order 4. Purchasing, supplier control 5. Incoming control 6. Traceability 7. Nonconforming control 8. Release product 9. Calibration- maintenance 		
Break time				
13:00pm –16:00pm		Review workshop	Workshop	
		<ul style="list-style-type: none"> - Incoming area - Warehouse area - Production area 		
16:00pm –16:15pm		Summary report and close meeting	Office	

Approved by (Lead Auditor):



10831

Date: 05/Sep/24

Prepared by:

HangVT

Date: 05/Sep/24