**For Number of Shifts enter total number of shifts the organization has and the number of shifts that you actually audit. For example, for ISO 9001 it may be “3 / 1or “3 / 3”**

Please delete audit program for non applicable standards.

### **2017年AS9100体系外部审核计划**

### 审 核 员：张济明（TUV 南德认证检测有限公司北京分公司）

审核时间：2017年11月6日~10日

审核依据：AS9100D：2016、《金属所质量手册》（IMR/CW7.0-2017）

陪同人员：刘明月（13238841273、23971803）

审核日程：见下表。

### **DAY ONE, 2017-11-06**

#### Format below may be revised for specific audits / clients but content should be similar

#### Changes can also be made to address other standards.

#### Change standard references in column 5 as needed

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#### Look at the customer list of Key Processes (e.g., Quality Manual) when preparing the audit plan. Key Processes seem to be generally accepted as product realization processes. Some required activities may be management review, training, internal audits, corrective/preventive actions).

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Not all key processes have to have a supporting or related process.

| 1  Time  审核时间 | 2  Auditor  审核员 | 3  Key / Required Process / Activity (Process name must match Audit Program Above)  过程 | 4  Related (Supporting) Processes / Activities  子过程 | 5  ISO 9001 clause(s)  标准条款 | 6  Function / Dept location. Include Address only if Multi-Site Audit Plan  审核场所 | 7  Process owner / Company’s Representative  过程负责人（接受审核人员） | 8  Comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 09:00– 09:20 | JZ | Opening meeting  首次会议 |  |  | Meeting room  师昌绪楼403会议室 | Top management, management representative, owner of processes  高层管理，管理代表，部门负责人、质量管理员  NOTE: Please make sure that the most senior member of Top Management is interviewed at some point during the on-site audit. (AS9100/9120 audits only) |  |
| 09:20-10:00 | JZ | Leadership and Improvement  领导作用和持续改进 | Leadership, customer focus, quality policy,  R & A, improvement | 5.1, 5.2, 5.3, 10.1, 10.2, 10.3 | Meeting room  师昌绪楼403会议室 | Top management interview  (Directors, quality management representative)  所领导班子、管理者代表 |  |
| 10:00 – 12:30 | JZ | Facility Tour  现场巡视 |  |  | 管材生产车间、钛合金熔炼车间、叶片车间 | QMR  管理者代表、生产部门负责人、质量办公室主任 |  |
| 12:30-13:00 | Lunch Break 午休 | | | | | | |
| 13:00-15:00 | JZ | Organization context 组织环境 | Interested parties, QMS and scope, processes related | 4.1, 4.2, 4.3, 4.4 | 师昌绪楼408会议室 | QMR  管理者代表、质量办公室 |  |
| 15:00-16:00 | JZ | Planning & Documented information  策划及文件化的信息 | Document create, distribution, control and file | 6.1, 6.2, 6.3, 7.5.1, 7.5.2, 7.5.3 | 师昌绪楼408会议室 | Quality department  孙靖、尚彦凌、刘明月 |  |
| 16:00-17:00 | JZ | OASIS administrator and information management  网络管理员和信息管理 |  |  | 师昌绪楼408会议室 | Quality department  孙靖、尚彦凌、刘明月 |  |
| 17:00-17:30 | JZ | Audit summary and Communication with client  审核小结与沟通 |  |  | 师昌绪楼408会议室 | QMR  孙靖、尚彦凌、刘明月 |  |
| 17:30 | The end of day 1 | | | | | | |
| ∑8 hours | | | | | | | |
| **DAY 2, 2017-11-07** | | | | | | | |
| 09:00-12:30 | JZ | PEAR C5-12  Precision pipe production Process  精密管材生产过程 | Quality objectives, performance evaluation, production control | 8.5, 8.6, 8.7 | 师昌绪楼408会议室  管材生产车间 | Head of production  杨慧宾、唐杰、张晓东 |  |
| 12:30-13:00 | Lunch Break 午休 | | | | | | |
| 13:00-16:00 | JZ | PEAR C4  Purchasing process  采购过程 | Quality objectives, external provided process control and performance evaluation | 8.4 | 师昌绪楼408会议室 | Head of procurement and purchasing  王忠良、刘莹、王海燕、历君及课题组相关人员 |  |
| 16:00-17:00 | JZ | Confirm correct use of TUV SUD Mark (website, brochures, cards, labels, stationary, etc) See ISOF-44 for details.  TUV SUD标识的正确使用 |  |  | 师昌绪楼408会议室 | Quality department  尚彦凌、刘明月 |  |
| 17:00-17:30 | JZ | Audit summary and Communication with client  审核小结与沟通 |  |  | 师昌绪楼408会议室 | QMR  尚彦凌、刘明月 |  |
| 17:30 | The end of day 2 | | | | | | |
| ∑8hours | | | | | | | |
| DAY 3, **2017-11-08** | | | | | | | |
| 09:00-12:30 | JZ | PEAR C5-1/1  Casting Process (Hunnan site)  高温合金制品铸造过程（浑南车间） | Quality objectives, performance evaluation, production control | 8.5, 8.6, 8.7 | 浑南高温合金熔炼车间 | Head of Casting  孟杰、荀淑玲 |  |
| 12:30-13:00 | Lunch Break 午休 | | | | | | |
| 13:00-15:00 | JZ | Continuing morning audit  继续上午的审核 |  |  |  |  |  |
| 15:00-17:00 | JZ | S5 Resource and Support (people)  资源和支持 | Quality objectives, performance evaluation, HR provision and management | 8.5, 8.6, 8.7 | 师昌绪楼408会议室 | HR department  关德慧、王申瑞、课题组相关人员 |  |
| 17:00-17:30 | JZ | Audit summary and Communication with client  审核小结与沟通 |  |  | 师昌绪楼408会议室 | QMR  尚彦凌、刘明月 |  |
| 17:30 | The end of day 3 | | | | | | |
| ∑8hours | | | | | | | |
| DAY 4, **2017-00-09** | | | | | | | |
| 09:00-12:30 | JZ | S3 Laboratory Management  实验室管理 | Quality objectives, performance evaluation, product testing control | 8.5, 8.6, 8.7 | 师昌绪楼408会议室  分析测试部实验室  技术支撑部实验室（师昌绪楼） | Head of Lab  姜志民、孙恺红 等  张重远、孙明妍等 |  |
| 12:30-13:00 | Lunch Break 午休 | | | | | | |
| 13:00-17:00 | JZ | PEAR C1& C7  Project set up & Delivery  立项过程与交付 | Quality objectives, performance evaluation, product realization planning and  OTD | 8.1, 8.2 | 师昌绪楼408会议室 | Head of technology  专项任务处：储昭况、郝仪  质量办公室：孙靖、尚彦凌、刘明月  课题组相关人员 |  |
| 17:00-17:30 | JZ | Audit summary and Communication with client  审核小结与沟通 |  |  | 师昌绪楼408会议室 | QMR  尚彦凌、刘明月 |  |
| 17:30 | The end of day 4 | | | | | | |
| ∑8hours | | | | | | | |
| DAY 5, **2017-11-10** | | | | | | | |
| 08:00-10:00 | JZ | Performance Evaluation  绩效评估 | Customer satisfaction, internal audit and management review | 9.1, 9.2, 9.3 | 师昌绪楼408会议室 | Quality department  专项任务处（顾客满意）：储昭况、郝仪  质量办公室（绩效评估）孙靖、尚彦凌、刘明月 |  |
| 10:00-11:00 | JZ | Follow up audits, if any跟踪审核 |  |  | 师昌绪楼408会议室 | QMR 管理者代表 |  |
| 11:00-11:30 | JZ | Meeting with MR for audit findings  与管理者代表沟通审核发现 |  |  | 师昌绪楼408会议室 | QMR  管理者代表 |  |
| 11:30-12:00 | JZ | Close meeting  末次会议 |  |  | 师昌绪楼403会议室 | Top management, management representative, owner of processes  高层管理，管理代表，部门负责人、质量管理员 |  |
| 12:00 | The end of audit 审核结束 | | | | | | |
| ∑4 hours | | | | | | | |
| Total ∑8x4+4X1=36hours | | | | | | | |

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