



SASO AUDIT STANDARD AND SCOPE **【 SASO 审核标准及范围 】**

Dear Sir/Madam,

This SASO (Saudi Arabia Safety Organization) Audit is based on ISO9001 standard, and SASO requirements, including, but not limited to the followings:

本次SASO 审核基于ISO9001 的质量体系标准和沙特产品安全组织的要求，包括但不限于以下内容：

- 1.Factory Profile 工厂概况
- 2.Quality Management System 质量管理体系
- 3.Resources Management 资源管理
- 4.Stock Management 仓储管理
- 5.Incoming Materials Inspection 来料检验
- 6.Production Process 生产过程
- 7.Packing and Quality Control before Shipment 出货前包装与质量控制
- 8.Product Test 产品测试
- 9.Environmental Protection (if applicable) 环境保护（如适用）
 - Environmental protection assessment is only for textile / Paints & Varnishes / Lubricating Oil / Building Materials ONLY.
 - 环保评估仅适用于纺织用品/油漆和清漆产品/润滑油/建筑材料
 - If the auditee facility mainly produces above product, then auditor will do environmental protection assessment.
 - 如果被审核方工厂主要生产上述产品，则审核员将进行环保评估。
 - If above product is an accessory component which is outsourced and support main product during the manufacturing process, then no need to conduct environmental protection assessment.
 - 如果以上产品是外购且用来支持主要产品生产的配件，那么不需要做环境评估。

The audit will consist of on-site factory tour (warehouse & production area & internal lab), document review and interviews. Please make sure all production processes are running and related managers/supervisors are available during audit day. You need to provide the related evidence or document to auditor when conducting audit. For details pls. refer to attached Document List and General Audit Plan.

本次审核由现场审核（包括原料、成品仓库，生产区域，内部实验室等）、文件审核和员工访谈组成。请工厂确保在审核当天所有生产工序在有效进行中，相关经理和主管能够在现场解答审核员的疑问，相关的文件资料能够提前提供给审核员进行审核。具体内容请参考附页《SASO 审核文件清单》和《SASO 审核计划》

Hope these can help you. Thanks!

DOCUMENTS LIST FOR SASO AUDIT 【 SASO 审核文件清单 】

No. 序号	DOCUMENT	文件
1	Business license	营业执照
2	Organizational charts	组织架构图
3	Document change system	文件变更控制程序
4	Quality policy training records	质量方针培训记录
5	Quality plans	质量计划
6	Training plan/records/effectiveness assessment records/re-training records	培训计划/记录/效果评估记录/重新培训记录
7	materials change records	物料变更记录
8	Gauges and measuring devices list	测量仪器/设备清单
9	Equipment calibration records	仪器/设备校准记录
10	Accredited certificate of laboratory (if applicable)	实验室认证证书 (如适用)
11	Materials logistic method (Kanban, FIFO, etc)	物料管理制度 (看板管理, 先进先出等)
12	Inspection instructions/sampling plan (IQC/IPQC/OQC/FQC, etc)	检验指导书/抽样标准 (进料检验, 过程检验, 成品出货检验, 最终检验等)
13	Inspection records (IQC/IPQC/OQC/FQC, etc)	检验记录(进料检验, 过程检验, 成品出货检验, 最终检验等)
14	Machines operation instructions/procedure manual	机器/设备操作规范
15	Working instructions	作业指导书
16	Machine/equipment maintenance plan & records	机器/设备维护保养计划/记录
17	Trial production records	试产记录
18	In-process/production control procedure	过程/生产控制程序
19	First parts check/test/validation records	首件检查/测试/确认记录
20	Non-compliance control procedure/records (incoming materials/semi-products/finished products)	不合格品控制程序 (来料/半成品/成品)
21	Packing methods/instructions	包装方法/包装指引
22	plan/Test Report/corrective & preventive action record	计划/测试报告/纠正预防措施记录
23	Incoming material and finished goods warehouse 'First- in, First-out' system and rotation control procedure	物料仓/成品仓“先进先出”及仓存控制程序
24	Reworked material/product re-inspection record	返修物料/产品的重新检查记录
25	Sharp tool control procedure and record	利器控制程序和记录
26	Broken fragments of sharp tools collection record	利器破损部件的收集记录
27	Environmental policy and record	工厂环保政策和记录
28	EMS audit report or internal audit report of ISO 14001	环保体系审核报告或ISO14001环保内审报告
29	ISO 9001 / ISO 14001 certificate (if any)	ISO 9001 以及 ISO14001证书 (如果你有, 请出示)

AUDIT PLAN – 1 DAY SASO AUDIT 【SASO 审核计划】

	Time 时间	Auditor 审核员	Procedure, Department or Function 流程, 部门或者职能	Key contact 关键人事
DAY1 第一天	09:30am		Arrive on site 到达工厂	
	09:45am		Opening meeting 首次会议 - Validate information provided before audit 在验厂开始前首先审核工厂提供的资料 - Introduce the activities of the day 介绍今天验厂的整个流程 - Get an introduction of factory 了解工厂基本情况	Whole factory Management 工厂管理层人员
	10:15am		Factory Tour 工厂巡视 - From incoming materials reception to shipping area 从来料接收区到发货区 - Including sample room, internal laboratory 包括样品室,内部实验室 - Including observation of each step of quality inspection 包 括 质量检测程序的观察 - Including interview with workshop supervisors, QC staff 包 括 与车间主管, QC 人员的面谈 - Take pictures for the product which client wants to export to Saudi Arabia. 将客户要出口到沙特的产品拍照	Quality Manager Production Manager 生产质量经理
	3:00pm		Document Review and Management Interview 文件预审及管理层面谈 - Understand the system of organization of factory 理解工厂组织架构,管理体系 - Get objective evidence of compliance and non-conformity 收集工厂符合要求项目和不合格项目的证据	Quality Manager Production Manager 生产质量经理
	4:30pm		Pre-closing meeting 准备结束会议 - Prepare the Corrective Action Plan (CAP) 审核员准备工厂纠正措施计划 (CAP) - Review potentially forgotten documents 复查有可能被遗忘的文件	Auditor alone 审核员
	5:00pm		Closing meeting 结束会议 - Present findings of the audit (compliance/Non-compliance) 与工厂代表确认本次工厂审核的结果 (合格项/不合格项) - Signing CAP/CAR with factory 工厂确认工厂纠正措施计划并签字盖章	Whole factory Management 工厂管理层人员
	5:30pm		Leave site 离开工厂	

Notes to client:

- Times are estimates and will be confirmed at the opening meeting prior to commencement of the audit.
审核过程中各部分的时间分配会由审核员在首次会议时与工厂确认。
 - WSCT auditors reserve the right to change or add to the elements listed before for during the audit depending on the result of on-site investigation.
WSCT世标审核员保留变动或增加现场审核时发现的不符合项的权力。
 - A private place for preparation, review and conferencing is requested for the auditor's use.
工厂需安排独立的办公室,以供审核员进行相关准备、审核及讨论。
 - A private place for workers interview is requested for auditor's use.
工厂需安排独立的办公室,以供审核员进行员工访谈。