**工廠檢查計畫**

檢查機關（構）：

生產廠場名稱/申請編號：

電話：　　　 聯絡人：

生產廠場地址：

**檢查事項說明**

1. 檢查依據：工廠檢查作業要點、工廠檢查作業程序
2. 檢查種類：初次工廠檢查/後續工廠檢查/複查
3. 檢查範圍：
4. 檢查日期：XXX/XX/XX ～ XXX/XX/XX 《 X 人X天，共X人天》
5. 檢查小組：
6. 使用語言：中文（必要時請貴廠準備翻譯人員）
7. 為使檢查作業順利進行並於過程中取得正確資訊，請貴廠各受檢查部門事先安排至少一位適當權責人員，代表其部門接受檢查。
8. 保密聲明：本次作業所見所聞均屬機密性質，檢查小組成員負有義務保守機密。
9. 安全防護：本次作業對於特殊限制事項（如：清潔手套/無塵衣/帽/膠鞋等，或場地安全防護要求、注意事項與相關器具等），應事先告知。
10. 貴廠對本次工廠檢查作業保有提出異議之權益，若有合理或正當理由請適時反應，以利處理之。（申訴管道： ）。
11. 本次工廠檢查紀錄將於現場作業結束時交貴廠參考，並送回檢查機關（構）或該驗證商品之商品驗證機關（構）審查留存，不再對外提供任何資訊。
12. 經與貴廠聯繫，確認總員工數共： 人，參與本次檢查範圍之員工人數共： 人。
13. 視訊檢查使用軟體： ；連線測試時間： ；視訊地點：

（實地赴廠檢查者，本項可免填或移除）

**工廠檢查時程表**

|  |  |  |
| --- | --- | --- |
| 日期 | 時間 | 檢查內容 |
| XX/XX  | 09:00~09:30 | 開始說明會議及簡要巡視廠區 |
| 09:30~10:30 | 【維運管理部、銷售部】* 工廠基本資料確認
* 消費者服務及顧客抱怨之處理
 | 【研發部】* 型式試驗報告原型式之後續變更
 |
| 10:30~12:00 | 【採購部】* 商品之主要零組件及原料
 | 【品保部】* 檢測設備及檢測人員
* 合格與不合格品之保存及後續處理
* 前次檢查缺點矯正情形
 |
| 13:00~15:30 | 【生產部】* 商品之製造設備 – 商品之製造流程
* 檢測設備之校正及檢查 – 型式試驗報告原型式之一致性產製情形
 |
| 15:30~16:00 | 報告整理及總結會議 |

上述計畫請貴廠確認並簽署後回覆（聯絡資訊： ），如有任何意見亦請賜告。

主要檢查人員： 1XX/X/X　　 　申請者確認： 1X/X/X

**Factory Inspection Plan**

Inspection body:

Factory Name/ Application No.:

Telephone Number:　　　 Contact person:

Factory Address:

**Description of Factory Inspection**

1. Legal basis: Directions Governing Factory Inspection and Operation Procedures for Factory Inspection
2. Type of Inspection: Initial Inspection/ Follow-up Inspection/ Re-inspection
3. Inspection scope:
4. Inspection date: XXXX/XX/XX ～ XXXX/XX/XX (X persons, X days, a total of X person-days)
5. Inspection team:
6. Language used: Mandarin (Interpreter may be needed)
7. Please have at least one authorized person to answer questions and provide the required information on behalf of the audited department to facilitate the inspection processes and accuracy of information.
8. Confidentiality Declaration: Information collected from the inspection processes is confidential and the inspection team is obligated to protect the confidentiality of such information.
9. Safety: Any special restrictions related to the inspection activity shall be made known to the inspection team, such as the need to wear cleaning gloves/cleanroom garment/ helmets/rubber shoes, relevant security requirements, matters needing attention and relevant devices).
10. The factory subject to inspection has the rights to disagree to the decisions or observation made by the inspection team with justified reasons. Please raise the disagreement timely so that it can be handled appropriately. (Appeals can be made to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
11. The factory inspection record will be provided to the factory for reference upon completion of the inspection and sent to the inspection body or the Commodity Certification Body certifying the products for review. It shall not be disclosed to any third parties.
12. As per communication with your side, the total number of employees is \_\_\_\_\_\_\_\_\_\_, and the number of employees engaged in this inspection is \_\_\_\_\_\_\_\_\_\_\_.
13. Virtual meeting software: \_\_\_\_\_\_\_. Connection test time: \_\_\_\_\_\_. Virtual meeting place: \_\_\_\_.

(For factory inspection carried out on site, this item is not required.)

**Schedule for Factory Inspection**

|  |  |  |
| --- | --- | --- |
| Date | Time | Agenda |
| XX/XX  | 09:00~09:30 | Opening Meeting & Briefing Tour |
| 09:30~10:30 | 【Plant Maintenance, Sales】* Confirmation of factory's basic information
* Processing of customer service and complaints
 | 【Research and Development】* Changes made to the type test report
 |
| 10:30~12:00 | 【Procurement】* Main components, sub-assemblies and raw materials of the product
 | 【Quality Control】* Test equipment and test personnel
* Handling and storage of conforming and non-conforming items
* Corrective actions taken for unsatisfactory findings from last factory inspection
 |
| 13:00~15:30 | 【Production】* Production equipment, Production procedures, Calibration and verification of test equipment, Consistency in production of types listed in type test report
 |
| 15:30~16:00 | Closing Meeting & Summary |

Please confirm and return the signed plan (contact information: ). If there is any suggestion, please feel free to let us know.

Main Inspector: 202X/X/X 　　 　Applicant: 202X/X/X