



REQUEST FOR QUOTATION

製程概述表

(information required to compile a Formal Quotation for Certification Assessment)

Company 公司名字：	ABC Co., Ltd.	Legal status：	QAIC/TW/XXXXX
Main / HO Address 地址：	(Office) xxx Taipei City , Taiwan(R.O.C) (Factory)xxx Taoyuan City, Taiwan(R.O.C)		
Company contact 聯繫人：	XYZ	Position 職務：	MR
Telephone number 電話：	XXXXX	Email 郵箱：	XXXXX@gmail.com
Company website 網站：	www.XXXX.com		
Scope of certification： (scope that includes the business activities, products or services of the Company. NOTE： the scope may be adjusted to align with EA codes. For multi-site operations continue in part two, please identify any specialist activities related to individual sites.			
驗證範圍： The Research and Development, Manufacture and Sales of Electronic Part.			




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Key processes / operations / areas and activities to be covered by the scope 關鍵過程/運行/範圍覆蓋的領域和活動：	Order → Design → purchase → Injection, Assembly → product inspection → Packing → Delivery				
Technical resources (describe the technical resources relevant to the business activities) 與業務活動相關的技術資源：	產品或服務提供控制程序 供應商管理程序 採購作業程序 產品標示和可追溯性程序 倉儲管制程序 監視和測量程序 不合格品控制程序 生產異常處理作業規範 應急準備和相應程序 法律法規和其他要求程序 Product or service control program Vendor management program Procurement procedure Product labeling and traceability procedures Warehousing control procedure Monitoring and measurement program Control of nonconforming product program Production exception handling specification Emergency preparedness and corresponding procedures Laws and regulations and other requirements procedures				
Outsourced activities (give outsourced activities or processes critical for conformity)： 外包活動	NA				
Legal obligations (give any Legal/Regulatory obligations on the Company's activities) 法規義務：	公司法與台灣相關環保法規。 Company law and relevant environmental regulations in Taiwan.				
Consultant (if a consultant has been used; please provide details) 是否有顧問：	NA				
Health & Safety conditions to be observed or applicable during assessments 稽核過程中關注的或可適用的健康和條件：	中華民國職業安全相關法令規定。 The provisions of the Republic of China on occupational safety related laws and regulations.				
Total Employees 員工數量：	23	Management = 管理人員數量	05	Operational = 運行人員數量	18
Employee numbers on other shifts： (if applicable) 輪班人員數量（如有）		Management = 管理人員數量（輪班）	NA	Operational = 運行人員數量（輪班）	NA
Assessment Standard： (against which certification is required) 系統標準			ISO9001:2015		
If assessment to more than one Standard; then continue and enter details in 'Integrated Management Systems' part three.					
Risk Category： indicate the level of risk associated with products/processes/activities (explanation in part four) 風險勾選：					
Risk – High level of risk 高風險：		Medium level of risk 中風險：	V	Low level of risk 低風險：	

		<h1>REQUEST FOR QUOTATION</h1> <h2>製程概述表</h2> <p>(information required to compile a Formal Quotation for Certification Assessment)</p>			
Company 公司名字：		ABC Co., Ltd.		Legal status：	QAIC/TW/XXXXX
Management System Documentation：indicate the type/extent/of the management system documentation 管理系統文件化程度的勾選：					
Minimal documented information 文件化信息最小化：				(tick whichever is applicable)：	
Fully documented (Manual and Procedures) with management representative 完整的文件化手冊和程序：					
Language for assessmen 稽核語言：			中文 Chinese		
Client representative 客戶代表：		XYZ	Signature 簽字：	XYZ	Date 日期：
2021/09/16					
NOTE： Please attach company brochure / product information and organisation chart.					
Part Two – Multi-site Section if applicable 僅用於多現場稽核項目					
Single Management System 單一管理系統 For all situations, other than where specified in IAF MD 1, involving the audit and certification of Management Systems operated by organisations with a number of sites with a <u>single management system</u> . 除 IAF MD1 中規定，多現場組織運行的管理系統的稽核和認證必須是單一的管理系統 Central Function –The function that is responsible for and centrally controls the management system. The central function shall have organisational authority to define, establish and maintain the single management system. 主要職能-負責控制管理系統；主要職能應有權確定，建立和維護單一管理系統 The organisation's single management system shall be subject to a centralized management review. 組織單一管理系統應進行統一的管理評審 All sites shall be subject to the organisation's internal audit programme. 所有場所應按照內審計劃					
Single Management System： confirm a single management system is used for all sites Y/N 確定是否為單一管理系統					Y
Multi-Site： Details of all branches/sites/locations to be included in the Scope of Certification for assessment 所有場所的信息應包含在認證稽核的範圍內					
Note the processes / activities that are centralised (e.g.purchasing etc.) 主要的過程/活動：			The Manufacture and Sales of Packaging Material.		
Site Location 多場址(一)：		(Office) xxx Taipei City , Taiwan(R.O.C)		Is this the central function Y/N 是否為主要職能地址： Y	
Does the central function have authority over items mentioned in note 6 of eligibility criteria? Y/N 主要職能地址有無合格標準的授權				Y	
Permanent site Y/N 是否為永久性多場所		Y	or Temporary site to be included in the scope and the certificate Y/N 或臨時性場所		N
processes or activities Conducted on this site 場所覆蓋的過程或活動		The Sales of Electronic Part.			
Any different operational risk levels 運行風險等級		(if a site is conducting a part of the full scope, the competence requirements to audit this site may be less than that of the central function 如果該場所只是涵蓋了部分範圍，則能力要求可以低於主要場所) Medium			
Describe the legal and contractual arrangement with the central function 與主要場所之間的法規和合約要求		此次認證範圍主現場 The main site of the certification scope			
Describe the interface with the central function and other sites 與其他多場所的接口		The Sales of Electronic Part.			
Scope (if central location) or sub-scope (if additional site) 覆蓋的範圍		The Sales of Electronic Part.			
Total employees 員工數量：		13	Management No.= 管理人員數量	03	Operational No.= 運行人員數量
					10

Employees on shifts : (if shift working) 輪班人數 (如有)	Management No.= 管理人員數量 (輪班)		Operational No.= 運行人員數量 (輪班)	
Does this site meet the eligibility criteria for sampling (see guidance notes overleaf) : Y/N 是否滿足抽樣標準				Y
Site Location 多場址(二):	(Factory)xxx Taoyuan City, Taiwan(R.O.C)	Is this the central function Y/N 是否為主要職能地址:		Y
Does the central function have authority over items mentioned in note 6 of eligibility criteria? Y/N 主要職能地址有無合格標準的授權				Y
Permanent site Y/N 是否為永久性多場所	Y	or Temporary site to be included in the scope and the certificate Y/N 或臨時性場所		N
processes or activities Conducted on this site 場所覆蓋的過程或活動	The Research Manufacture of Electronic Part.			
Any different operational risk levels 運行風險等級	(if a site is conducting a part of the full scope, the competence requirements to audit this site may be less than that of the central function 如果該場所只是涵蓋了部分範圍, 則 能力要求可以低於主要場所) Medium			
Describe the legal and contractual arrangement with the central function 與主要場所之間的法規和合約 要求	此次認證範圍輔現場 The scope of this certification is supplemented by the site.			
Describe the interface with the central function and other sites 與其他多場所的接口	The Manufacture of Packaging Material.			
Scope (if central location) or sub- scope (if additional site) 覆蓋的範圍	The Manufacture of Packaging Material.			
Total employees 員工數量:	10	Management No.= 管理人員數量	02	Operational No.= 運行人員數量 08
Employees on shifts : (if shift working)輪班人數 (如有)	Management No.= 管理人員數量 (輪班)		Operational No.= 運行人員數量 (輪班)	
Does this site meet the eligibility criteria for sampling (see guidance notes overleaf) : Y/N 是否滿足抽樣標準				Y

如有其他多現場地址請複製以上表格填寫信息

Add more boxes as required

Part Three – Integrated Management System (IMS) if applicable 結合稽核 (QA 沒有結合稽核，所以無須填寫)

Level of Integration :

IAF Document MD 11

A management system may range from a combined system adding separate management systems for each set of audit criteria/standard; to an integrated management system sharing in single system documentation, management system elements, and responsibilities.

The level to which an organisation uses one single management system to manage multiple aspects of organisational performance to meet the requirements of more than one management system standard, integration relates to the management system being able to integrate documentation, appropriate management system elements and responsibilities in relation to two or more sets of audit criteria/standards.

Please indicate the level of integration in the table – enter C = Combined or S = Separate

An approximate percentage of integration can be obtained by dividing the number of C's by 10 then x 100

	Element	Combined / Separate	Comments
1	Policy		
2	Procedures		
3	Objectives		
4	Key performance indicators		
5	Risk management		
6	Work instructions		
7	Internal audits		
8	Management review		
9	Management roles and responsibilities		
10	Corrective and preventive actions		

Risk categories from IAF document MD : 5 參照 IAF MD : 5

Quality Management System 質量管理系統

High risk 高

Where failure of the product or service causes economic catastrophe or puts life at risk. Examples include but are not limited to :

Food; pharmaceuticals; aircraft; shipbuilding; load bearing components and structures; complex construction activity; electrical and gas equipment; medical and health services; fishing; nuclear fuel; chemicals, chemical products and fibres. 如果產品或服務的失敗導致經濟災難或生命危險，包括但不僅限於：食品，藥品，航天飛機，造船；承重結構件；複雜建築活動；電氣設備；醫療和健康服務，漁業，核燃料，化學品，化纖

Medium risk 中

Where failure of the product or service could cause injury or illness. Examples include but are not limited to :

Non load bearing components and structures; simple construction activities; basic metals and fabricated products; non-metallic products; furniture; optical equipment; leisure and personal services. 如果產品或服務的失敗導致傷害或疾病，包括但不僅限於：非承重結構件；單一建築活動；基本金屬和預制產品；非金屬產品，家具；光學設備，休閒和個人服務

Low risk 低

Where failure of the product or service is unlikely to cause injury or illness. Examples include but are not limited to :

Textiles and clothing; pulp, paper and paper products; publishing; office services; education; retailing, hotels and restaurants. 如果產品或服務的失敗不太可能導致傷害或疾病，包括但不僅限於紡織品，紙漿，紙制品，出版物，辦公室服務，教育，零售，酒店和飯店

Environmental Management System 環境管理系統

High 高

Environmental aspects with significant nature and gravity (typically manufacturing or processing type organizations with significant impacts in several of the environmental aspects); 重大環境因素（通常為對好幾個環境因素有重大影響的制造或加工型組織）

Medium 中

Environmental aspects with medium nature and gravity (typically manufacturing organizations with significant impacts in some of the environmental aspects); 一般環境因素（通常為對某個環境因素有重大影響的制造型組織）

Low 低

Environmental aspects with low nature and gravity (typically organizations of an assembly type environment with few significant aspects); also environmental aspects with limited nature and gravity (typically organizations of an office type environment); 低環境因素（通常為有個別重大環境因素的組裝型組織）；或者有限的環境因素（通常為辦公型組織）

Occupational Health & Safety Management System 職業健康安全管理系統

High 高

OH&S risks with significant nature and severity (typically the construction industry, heavy manufacturing or processing type organizations); 風險性質高，嚴重程度高（通常為建築行業，重型制造業或加工類型的組織）

Medium 中

OH&S risks with medium nature and severity (typically light manufacturing organizations with some significant risks); 風險性質一般，嚴重程度一般（通常為小型生產組織，有一些重大風險）

Low 低

OH&S risks with low nature and severity (typically office based organizations); 風險性質低，嚴重程度不高（通常為組織辦公地點）

Multi-site section – eligibility details 多現場部分

1. The organisation shall have a single management system. 組織應是單一管理系統
2. The organisation shall identify its central function. The central function is part of the organisation and shall not be subcontracted to an external organisation. 組織應識別主要職能；且不應外包給外部組織
3. The central function shall have organisational authority to define, establish and maintain the single management system. 主要職能地址應有組織的授權確定，建立和維護單一管理系統
4. The organisation's single management system shall be subject to a centralized management review. 組織單一管理系統應按照集中的管理評審
5. All sites shall be subject to the organisation's internal audit programme. 所有場所應按照組織內審方案進行
6. The central function shall be responsible for ensuring that data is collected and analysed from all sites and shall be able to demonstrate its authority and ability to initiate organisational change as required in regard, but not limited, to:
i. system documentation and system changes; 系統文件和系統變更
ii. management review; 管理評審
iii. complaints; 投訴
iv. evaluation of corrective actions; 糾正措施的評價
v. internal audit planning and evaluation of the results; and 內審策劃和結果評價，以及
vi. statutory and regulatory requirements pertaining to the applicable standard(s) 適用於標準的法律法規要求

Note : The central function is where operational control and authority from the top management of the organisation is exerted over every site. There is no requirement for the central function to be located in a single site. 主要職能是組織的最高管理者的運行控制和授權，並覆蓋到每個場所；不要求主要職能僅覆蓋單一場所

Temporary Sites 臨時場所

Temporary sites that are covered by the organisation's management system shall be subject to audit on a sample basis to provide evidence of the operation and effectiveness of the management system. 組織管理系統覆蓋的臨時場所，應採用抽樣稽核，提供運行及管理系統有效性的記錄

They may, however be included within the scope of a multi-site certification and included on the certification document, subject to agreement between the Certification Body and the client organization.

臨時場所可能包含在多現場認證範圍以及證書上，應根據認證機構和客戶組織的合約確定

When temporary sites are shown on the certification documents, such sites shall be identified as temporary. 如果證書上系統臨時場所，應注明