



IRIS Rev.4-ISO22163审核-审核操作流程

Audit procedure

文件编号 Document No: **OC-2-IRIS01**

版本 Rev:Z

附录:B

Rules:

(审核前60天资料上传官网 Master Data & 提交认证机构清单)

9.1 必须在审核前60日前 mail 提交如下 No.11~No.19 数据 (文件及详细信息), 前10项上传 IRIS Portal, 审核组长确认
9.1: Following data (documents with detailed information) shall be provided by the client to the lead auditor, latest sixty (60) days in advance of the IRIS portal (No.1~No.10) to confirm by the Lead auditor:

No.	Evidences	可能的证据样本名称	TA CA	SA1 SA2	RA
1	Management review report 管理评审报告	《管理评审报告》	●	●	●
2	List of organization's processes and interactions, 组织的过程清单和相互作用	《过程清单》《过程关系图》	●	●	●
3	Customer complaint status, 顾客投诉情况	《顾客投诉清单》	●	●	●
4	Warranty claims statistics 保修索赔统计	《保修索赔统计表》	●	●	●
5	Mandatory PIs including their definition and the values for the audited period, 审核周期内的强制绩效指标及其定义和实绩	强制绩效指标的《KPI 统计表》--> 初审前需满足6个月; 标准【9.1.1.1.1】中要求的如下: h) customer satisfaction (see 9.1.2); i) customer on time delivery; j) nonconformities raised by the customer (see 8.7); k) internal nonconformities (see 8.7); l) external providers' nonconformities (see 8.7); m) external providers on time delivery; n) quality deficiency costs; o) project costs (see 8.1.3.5).	●	●	●
6	Turtle diagrams or comparable for the max. five (5) key processes, 适用的 (5个max) 关键过程的乌龟图或类似图	《乌龟图》	●	●	●
7	Process PIs including their definition and the values for the audited period for the max. five (5) key processes, 审核周期内的 (5个max) 过程的绩效指标及其定义和实绩	所有过程的《KP 统计表》--> 初审前需满足6个月; 包括上述第5项中要求的强制绩效指标	●	●	●
8	Evaluation eligibility for simplified approach if marked in the organization master data, 如果在组织主数据中标记了简化方法的评估资格	《人员名单》《年度营业额报告》	●	●	●
9	For achieving the gold level: the direct feedback from customers (see clause 11.3). 为了达到金牌级别: 客户的直接反馈 (见第11.3条)。	《Direct Customer Feedback》(规则11.3) -- 银牌级别后, 向认证机构要表	●	●	●
10	Changes impacting the RQMS	《REV.04, Changes Impacting the RQMS》(规则11.4), 向认证机构要表		●	●
11	• Business Licence	《营业执照》	●	●	●
12	RQMS manual; and Procedures; - Quality policy- Organization charts, - Business category (-ies), - Certification activity (-ies), - Product scope(s) of certification,	《RQMS管理体系手册》及《程序文件》; --包括质量方针、组织图、业务范围、认证活动、认证范围的描述;	●	●	●
13	• <employee list >	《人员名单》含职务分工	●	●	●
14	• < self-assessment record> Should focus on: Knock-Out items, the mandatory processes for performance evaluation and customer perception.	《自我评价记录》, 向认证机构要表 应涵盖: KO项、强制过程、绩效评估、顾客感受	●	●	●
15	• <Contract>(for IA/RA/TA) • FO_27_01_181 IRIS Additional Agreement	认证合同(适用: 初审/换证/转移审核) 补充协议 (格式: FO_27_01_181)	●		●
16	• product picture, and product english name, website(for IA/RA/TA)	产品照片及名称、网站地址 (适用: 初审/换证/转移审核)	●		●
17	• comments on the fulfillment of the IAR' s identified during the last external IRIS-audit.	上次审核发现的持续改进项 (IAR) 的完成情况说明		●	●
18	a.<CHANGES IMPACTING THE MANAGEMENT SYSTEM - TEMPLATE> • change of location • additional IRIS Certification® scope of certification, change of main ownership. b.If the organization has not confirmed their master data > 90days before audit, the .iris Audit-Tool will not be available for download:	a.《企业变更信息&影响评估表》(见: 附录G) ----可从IRIS-Portal的"Download area"下载Excel表格。 • 地址变更, 认证范围扩大, 经营所有权变更....等。 *变更分数≥10时, 审核人天依据RA; b.审核前>90日确认IRIS-Portal注册信息(见: 附录H), "截屏"给认证机构	●	●	●
19	Confirm the latest version of IRIS PerformanceAssessment:2023&ISO22163:2023 Requirement, Can purchase from IRIS Portal, otherwise the RR is failure!	企业确认已在IRIS官网购买并获得最新版本的IRIS认可规则"Performance assessment 2023"和ISO22163:2023标准 (若没有, 将导致RR准备性评审不通过!) 请参考附录F《购买指南》进行购买, "截屏"给认证机构	●	●	●