

## 亞瑞仕國際有限公司

Ares International Co., Ltd.

### 公開文件指引說明

#### Public document instruction

尊敬的客戶 Dear customer:

歡迎選擇 ARES 驗證!為更好的獲得優質的驗證服務,請詳細閱讀 ARES 網站的公開文件。Welcome to choose ARES certification! To gain better certification service, please read the public documentation on the ARES website

ARES 公開文件清單詳見附錄 1, 內容指引說明如下: For a detailed list of ARES public documents, please refer to Appendix 1, which provides the following instructions:

管理系統驗證流程詳見《公開文件-管理系統驗證流程基本規定》; 關於追查稽核/重新驗證稽核、獲證組織通報制度的規則、增列或減列驗證範圍及組織名稱、地址的變更、驗證要求的更改、申請驗證組織/獲證組織的權利和義務、驗證證書和標識 logo 管理、驗證業務範圍說明等流程詳見《公開文件-獲證組織需知》; 保密性條款詳見《公開文件-保密性管理規定》; 公正性聲明詳見《公開文件-驗證公正性聲明》; 稽核時間說明詳見《公開文件-管理系統驗證稽核時間》; 收費準則詳見《公開文件-管理系統驗證收費標準》; 驗證證書和標識 logo 管理詳見《驗證證書及驗證標誌使用規則》; 授與、維持、更新、增列、減列、暫時終止及終止驗證範圍處理流程詳見《授與、維持、更新、增列、減列、暫時終止及終止驗證範圍管制程序》; 申訴和抱怨處理流程詳見《申訴和抱怨處理程序》。

《public document-Management system certification process basic rules》states the process of management system certification; 《public document-certified organization need to know》states the announcement rules、expanding/reducing certification scope and name、address change、certification requirement change、rights and obligations、management of certification certificate and logo、business scope instruction...etc; 《public document-confidentiality management rules》states confidentiality rules; 《public document-certification impartiality statement》states certification impartiality; 《public document- management system certification audit time》states audit time; 《public document-management system charge standard》states charge standard; 《certification certificate and certification mark usage rules》states certificate and logo management ;

《granting, maintaining, renewing, expanding, reducing, suspending or withdrawing of certification scope control procedure》 states granting, maintaining, renewing, expanding, reducing, suspending and termination procedure; 《Appeals and complaints procedure》 states appeals and complaints handle procedure.

附錄 1 ARES 公開文件清單 Appendix 1 ARES public document list

- 1、ARES-WI-13 《公開文件-管理系統驗證流程基本規定 management system certification process basic regulations》
- 2、ARES-WI-14 《公開文件-獲證組織需知 management system certification process basic regulations》
- 3、ARES-WI-15 《公開文件-保密性管理規定 confidentiality management rules》
- 4、ARES-WI-16 《公開文件-驗證公正性聲明 certification impartiality statement》
- 5、ARES-WI-17 《公開文件-管理系統驗證稽核時間 management system certification audit time》
- 6、ARES-WI-18 《公開文件-管理系統驗證收費標準 management system charge standard》
- 7、ARES-WI-20《驗證證書及驗證標誌使用規則》certification certificate and certification mark usage rules
- 8、ARES-QP-04 《申訴和抱怨處理程序 Appeals and complaints procedure》
- 9、ARES-QP-03 《授與、維持、更新、增列、減列、暫時終止及終止驗證範圍管制程序 granting, maintaining, renewing, expanding, reducing, suspending or withdrawing of certification scope control procedure》。