1. 目的 Purpose

為了讓擬申請管理系統驗證的組織（以下稱組織或受稽核組織）瞭解管理系統的驗證程序，特制定本說明。 In order for the organization to be applied for the validation of the management system to understand the certification procedures of the management system, make this statement.

2. 適用範圍 Scope

適用於各擬申請管理系統驗證的各組織瞭解驗證程序。Applicable to each organization to apply for the certification of the management system

3. 申請驗證條件 Application certification conditions

3.1 組織應持有行政管理部門核發的營業執照、有關許可證書完備（法規要求時）。 The organization shall hold a business license issued by the administrative department for Industry and commerce, and complete the relevant license (if required by law)

3.2 按照適宜的管理系統標準建立並運行系統有效，且完成內部稽核及管理審查。 Establish and operate the system according to the appropriate management system standards, and complete the internal audit and management review.

3.3 產品／服務品質穩定，能正常批量生產／服務。 Product / service quality is stable, able to mass production / service

3.4 遵紀守法、二年內未發生過重大品質和環保、職業安全衛生、食品安全事故、資訊安全事故、能源管理事故、化妝品事故。 Abide by the law, two years have not occurred in major quality and environmental protection, occupational safety and health, food safety incidents, information security incidents, energy management incidents, and cosmetics incidents.

4. 驗證程序 Certification procedures

4.1 詢問組織可通過電話、函件或面談向公司詢問瞭解有關管理系統驗證的程序及有關情況，索取資料。Ask the organization through the telephone, letter or interview to the company to ask about the management system certification procedures and relevant information, for information.

4.2 驗證申請 certification application

4.2.1 組織瞭解公司情況後，可填寫公司印製的 ARES-FM-01《驗證申請表》或 ARES-FM-01-3《驗證申請表(ISMS 及 PIMS)》，並提供申請表要求的完整附件資料，交公司市場部。 Organization to understand the company's situation, you can fill out the company's printed ARES-FM-01 《certification application form》 or ARES-FM-01-3 《certification application form(ISMS&PIMS)》 , and provide the application form of the full annex information, to the company's marketing department.

4.2.2 由公司對申請表進行評審，符合要求（包括公司有能力驗證）根據公司收費標準確定費用，經雙方協商簽訂驗證合約，不能接受的需向申請組織說明原因。By the company on the application for review, to meet the requirements (including the company's ability to determine the cost of certification) according to company charges, after consultation between the two sides signed a contract certification, cannot accept the need to explain the reasons for the organization.

4.3 收費 Charges

4.3.1 在第一階段稽核前一周內，組織應將管理系統驗證初審費用電匯或支票轉帳公司財務部。財務部確定款項到帳後，即可開具相應的發票給組織。 Within one week prior to the first phase of the audit, the organization shall verify the management system for the initial cost of the wire transfer or check transfer to the financial department of the company. Finance department to determine the amount of money to the account, you can issue a corresponding invoice to the organization.

4.4 第一階段稽核（含現場的文件稽核）The first phase of the audit (including on-site document audit)

4.4.1 由稽核組長組織進行第一階段稽核的主要目的是瞭解組織管理系統運行的整體策劃情況、文件的符合性、稽核範圍、組織規模、稽核資源與條件等，並確定第二階段稽核的可行性。 By the audit team leader organization for the first stage of the audit is to understand the overall planning, organization and management of file system

operation compliance, audit scope, audit organization scale, resources and conditions, and to determine the feasibility of the second phase of the audit.

4.4.2 第一階段稽核可以是在組織的現場完成。具體情況，也可以在非現場完成。不在現場進行的第一階段詳見 ARES-WI-01《稽核人日確定準則》的文件規定。 The first stage audit can be done on the site of the organization. Specific circumstances can also be done in off-site. See ARES-WI-01 <Audit man-day calculation criteria> file.

4.5 第二階段稽核 Second stage audit

4.5.1 稽核計畫 Audit Plan

稽核組長在驗證組織的第一階段的不符合完成矯正並驗證符合要求後，在第二階段現場稽核前將稽核計畫發送給組織，組織可以對稽核組組成，日程安排提出意見，並需簽字確認後傳回本公司。The first stage in the certification organization audit leader does not comply with the completion of corrective and verified to meet the requirements, in the second stage audit before the protracted nuclear program sent to the organization, the organization can form of audit group, schedule comments, and signature transmitted back to the company.

4.5.2 現場稽核 site audit

4.5.2.1 稽核組應準時達到受稽核方，並與客戶代表溝通稽核有關事項。 The audit team shall reach the receiving party on time and communicate with the client representative for the audit.

4.5.2.2 首次會議 :首次會議由組長主持。時間不超過半小時。 First meeting: the first meeting chaired by the group leader. No more than half an hour.

4.5.2.3 現場稽核 :按預定計劃進行。現場需要調整計畫可與稽核組組長協商。Site audit: as scheduled. The site needs to be adjusted with the audit team leader.

4.5.2.4 中間會議：每天稽核結束，稽核組召開內部會議，若出現重大不合格（嚴重不合格），稽核組會召集組織領導層召開臨時會議。末次會議之前稽核組與組織代表交換意見。Intermediate meeting: the end of each audit, the audit team held an internal meeting, if there is a major failure (serious failure), the audit team will convene an interim meeting of the organization leadership. Before the meeting, the audit team and the organization leaders exchanged views.

4.5.2.5 在召開末次會議前，稽核組長製作稽核報告，並請受稽核組織客戶代表確認簽字加蓋公章。 Before the end of the meeting, the audit team leader to make the audit report, and requested by the audit organization to confirm the signature of the customer's official seal.

4.5.2.6 末次會議：由稽核組長主持。依照稽核報告等資料報告組織管理系統運行的整體情況、存在問題、稽核結論等。 Last meeting: hosted by the audit team leader. According to the audit report and other information to report the overall situation of the organization management system, problems, audit conclusions, etc.

4.5.2.7 稽核結論：現場稽核結論分為推薦、有條件推薦、不推薦三種（詳細說明均會在稽核會議上說明）。Audit conclusion: on-site audit conclusions are divided into three kinds of recommendation, conditional recommendation, not recommended (detailed instructions will be described in the audit conference).

4.5.2.8 矯正要求 ：組織應對稽核組提出的書面不符合，予以改正並採取矯正措施，並將書面矯正和措施實施的資料報公司審議。 Correction requirements: the organization shall submit to the audit team the written non conformity, correction and corrective action shall be taken, and the implementation of corrective measures and the information submitted to the company.

4.6 驗證決定與審議 Certification decisions and considerations

4.6.1 公司組織合格的驗證成員對稽核組提供的稽核文件進行系統評價與審議。對通過審議的，將提報總經理做驗證決定並於註冊。 The qualified members of the organization shall conduct a systematic review and review of the audit documents provided by the audit team. In the case of deliberation, the general manager shall be submitted to the general manager for certification and registration

4.7 驗證決定並於註冊 Certification and registration

4.7.1 驗證決定人員負責做最終的驗證審定與註冊。批准後 ARES 公司將在 20 個工作日內可發放相關的驗證證書,有關證書和標誌的使用詳見具體詳見 ARES-WI-20 《公開文件-驗證證書及驗證標誌使用規則》。The certification personnel are responsible for final certification and registration. After the approval of the ARES company will be issued within 20 working days of the relevant certificate of

certification, the use of the relevant certificates and signs are detailed in the ARES-WI-20<public documents - certification certificate and certification mark usage rules >.

4.7.2 公司將對獲證組織在公司網站上公開 The company will be organized on the company's website

4.8 通報制度 Notification system

4.8.1 獲證組織在獲得證書後，當系統發生變化，包括文件修改、人員變動、品質、環境事故、職業安全衛生事故、食品安全衛生事故、資訊安全事故、能源管理事故、重大顧客抱怨等，均須以書面方式向公司驗證部通報。 The certificate in the certificate, when the system changes, including file changes, changes in personnel, quality, environment, occupation health and safety accidents, accidents of food safety accidents, information security incidents, energy management incidents, major customer complaints, shall be in writing to the company informed the audit dept.

4.9 追查稽核 Tracing audit

重新驗證的年度除外，至少每個日曆年應進行一次追查稽核。初次驗證之後第一次追查稽核的日期，自驗證決定當日起不應超過12個月.Except for the year of recertification, at least one calendar year audit shall be conducted for each calendar year. The date of the first follow-up audit after the initial certification shall not exceed 12 months from the date of the decision

4.10 重新驗證稽核 Recertification audit

證書有效期為三年，在證書到期前至少1個月，獲證方若需繼續保持證書，可向公司市場部提出重新驗證申請，其收費為初審費的 2／3。稽核安排及方式與初次驗證相同。 The certificate is valid for three years, at least 1 months before the expiration of the certificate in the certificate, if required to maintain a certificate, can put forward the review application to the company's marketing department, the fee for the examination fee of 2 / 3. Audit arrangements and methods and the same.