

Together for Sustainability 携手实现可持续发展

The Chemical Initiative for Sustainable Supply Chains 化学联盟可持续供应链

Audit Preparation Checklist for Suppliers 供应商审核准备查检表

Note: In preparation of the audit several steps have to be carried out to ensure a proper preparation and start of the audit. This checklist is for a supplier's own preparation only and does not need to be sent to the auditor.

注意：做审核准备时，必须执行几个步骤以确保恰当准备和启动审核。本查检表只适用于供应商自行开展审核准备工作，无需发给审核员。

- Audit firm has been selected from preapproved auditor list and contractual terms agreed
- 已从预先批准的审核事务所名单中选定审核事务所，并已约定合同条款

- Data sharing agreement signed and sent to the auditor
- 已签署资料共享协议并发给审核员

- Document list, containing relevant site information and available documentation, filled out and sent to the auditor
- 文件清单(包含相关现场信息)和现有文档已填好并发给审核员

- Audit date, incl. starting and completion times, agreed with the audit firm and confirmed by you
- 已与审核事务所约定并确认了审核日期，包括开始时间和结束时间。

- Auditor informed about relevant safety requirements, e.g., need for personal protective equipment (PPE)
- 已向审核员通知相关的安全要求，例如需使用个人防护设备 (PPE)

- Access to all site areas and relevant documentation ensured for the auditor
- 已确保审核员有权出入所有现场区域和查阅相关文档

- Management and employees informed and briefed about audit date and focal points
- 已通知管理层和雇员并概括介绍了审核日期和重点事项

- Availability of management and key staff ensured for the audit day(s)
- 已确管理層和主要人员在审核当日到场

- Union or worker representatives informed about the audit
- 已将审核事宜通知给工会或员工代表

- Room for the auditor (team) provided
- 已准备好房间供审核员(审核工作组)使用