

AUDIT PLAN N° 23 SX 63 MQ

Organisation VIMERCATI EAST EUROPE SRL	Reference site STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius (BC)
Scope of management system: PRODUCTIE DE INTRERUPATOARE, DISPOZITIVE ELECTROMECHANICE SI ELECTRONICE	

Audit Team			
Auditor A (Team Leader)	Auditor B	Auditor C	Auditor D
NICOLAE BORCEA			
Auditor E	Auditor F	Auditor G	Auditor H
Drawn up by NICOLAE BORCEA		Date 23/01/2023	

Day	Time (1)	Time	Processes / Aspects	Elements of IATF 16949:2016 (2)	Audit Location	Audit Location Note	Audit Method(s)	Audit Method(s) Note	Function audited (3)	Auditor	Org. contact(4)
03/04/2023	08:00	09:00	Onsite Pre-meeting verification (changes to current customer and internal performance data; customer scorecards, etc.)	IATF Rules 5th Edition (5.7.2(a)) Verification of changes to current customer and internal performance data, including a review of current on-line customer reports and/or customer scorecards since the last audit.	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Quality Manager	A	

N.B.:
(1) The indicated times refer to the start of the activity and are indicative

(2) Applic. of the elements of the standard to the audited functions should be considered as indicative and will be updated during the opening meeting

(3) Define all the functions to interview
(4) The interval between the opening and closing meetings
(5) The interval is not expected to last more than 90 minutes

Organisation	Reference site
VIMERCATI EAST EUROPE SRL	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius (BC)
Scope of management system:	
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03/04/2023	09:00	09:30	Opening meeting	Introductory meeting with management to explain the scope of the visit, assessment methodology, method of reporting and to discuss the company's organization, introducing participants, providing information on the audit procedure, audit process incl. timing requirements and evaluation.	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Organization representatives	A	
03/04/2023	09:30	09:45	Plant Presentation, Site Tour	Collecting site layout, production processes, shifts organization, information on the audit procedure, audit process incl. timing requirements and evaluation, other risk management implemented measures (COVID-19 prevention).	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Organization representatives	A	
03/04/2023	09:45	12:00	PM1 Leadership	4.1-4.2-4.3-4.4- 5.1-5.2-5.3-6.1-6.2-6.3-7.1-9.1-9.3-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	General director	A	

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(4) The interval between opening and closing meeting (optional)

(5) The interval is not expected to last more than 90 minutes

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VIMERCATI EAST EUROPE SRL	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius (BC)
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03/04/2023	12:00	12:30	Launch Break	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	-/-	On-site	-/-	-/-	A	
03/04/2023	12:30	14:30	PS2 Quality assurance	4.4-6.1-6.2-7.1-7.4-7.5-9.1-9.2-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Quality Manager	A	
03/04/2023	14:30	17:00	PM3 Performance evaluation	4.4-6.1-6.2-6.3-7.1-7.4-7.5-9.1-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Quality Manager	A	
03/04/2023	17:00	17:30	Report Writing	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	-/-	-/-	A	
04/04/2023	08:00	08:30	Review of findings from previous day. Review of the assessment plan for the day	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	

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04/04/2023	08:30	10:30	PR1 Customer relationship	8.2-4.4-7.1-7.2-7.3-7.4-7.5-9.1-9.2-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Commercial Manager	A	
04/04/2023	10:30	12:00	PR2 Supplier Relationships	8.4-4.4-7.1-7.2-7.3-7.4-7.5-9.2-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Purchase Manager		
04/04/2023	12:00	12:30	Launch Break	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	-/-	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	
04/04/2023	12:30	16:00	3.5 PR4 Product realization + CSR / shift 1, 1 & 2 - changeover	8.5-8.6-8.7-8.1-4.4-7.1-7.2-7.3-7.4-7.5-9.1-9.2-10.1-10.2-10.3 +/- Priority on customer performance with focus on targets achievement CSR	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Production Manager, Work Shift Manager, Operators	A	
04/04/2023	16:00	16:30	Report Writing	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	-/-	-/-	B	

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05/04/2023	08:00	08:30	Review of findings from previous day. Review of the assessment plan for the day	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	
05/04/2023	08:30	12:00	3.5 PR4 Product realization + CSR / shift 1	8.5-8.6-8.7-8.1-4.4-7.1-7.2-7.3-7.4-7.5-9.1-9.2-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Production Manager, Operators	A	
05/04/2023	12:00	12:30	Launch Break	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	-/-	On-site	-/-	-/-	A	
05/04/2023	20:00	00:00	4 PR4 Product realization + CSR / shift 2, 2 & 3 - changeover	8.5-8.6-8.7-8.1-4.4-7.1-7.2-7.3-7.4-7.5-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Production Manager, Work Shift Manager, Operators	A	
06/04/2023	05:30	08:00	2.5 PR4 Product realization + CSR / shift 3, 3 & 1 - changeover	8.5-8.6-8.7-8.1-4.4-7.1-7.2-7.3-7.4-7.5-9.1-9.2-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Production Manager, Work Shift Manager, Operators	A	

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(3) Define all the functions to interview

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06/04/2023	08:00	08:30	Review of findings from previous day. Review of the assessment plan for the day.	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	
06/04/2023	08:30	12:30	5 PR4 Product realization + CSR / shift 1	8.5-8.6-8.7-8.1-4.4-7.1-7.2-7.3-7.4-7.5-9.1-9.2-10.1-10.2-10.3 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Production Manager, Work Shift Manager, Operators	A	
06/04/2023	12:30	13:30	Report Writing	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	
06/04/2023	13:30	14:00	Launch Break	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	-/-	On-site	ISO170021 and -/-RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	
07/04/2023	08:00	08:30	Review of findings from previous day. Review of the assessment plan for the day		STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and -/-RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	

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(3) Define all the functions to interview
 (4) The interval between opening and closing meeting
 (5) The interval is not expected to last more than 90 minutes

Organisation	Reference site
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07/04/2023	08:30	12:00	PS3 Maintenance	7.5-4.1-4.2-5.4-5.5-6.2-6.3-6.4-8.2-8.3-8.4-8.5 + CSR/ Priority on customer performance with focus on targets achievement	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	Maintenance Manager	A	
07/04/2023	12:00	12:30	Launch Break	-/-	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	-/-	On-site	-/-	-/-	A	
07/04/2023	12:30	15:00	Check of corrective actions relevant to previous audit, if any - Audited process / area	Verification of last audit corrective actions effectiveness and previous nonconformities closure.	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	-/-	Quality Manager	A	

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(3) Define all the functions to interview
 (4) The interval between opening and closing meeting (optional)
 (5) The interval is not expected to last more than 90 minutes

Organisation	Reference site
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07/04/2023	15:00	16:00	Audit team meeting / Audit report preparation: -Review of day's findings; -IATF data review - Customer information updates, completion and validation of site details. Preparation of final report.	Clarification of open items, evaluation of audit findings by auditor, preparation for final meeting. Evaluation and conclusion. Areas for management attention	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 3, 5; CARA;	-/-	A	
07/04/2023	16:00	16:30	Closing meeting	Presentation of audit results. Status: open, pass, fail, decertification process, positive aspects and opportunities for improvement. Handover of audit results report, clarification of next steps.	STRADA GARII, NR, 100, COMPLEXUL DE CLADIRI C1-C15-C17-C18 Hemeius BC ROU	Manufacturing site	On-site	ISO170021 and RINA Procedure ITT-SYS03-ALL01, rev.18, Card 2, 7; CARA;	Organization representatives		

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(3) Define all the functions to interview
 (4) 15-20 minutes during the opening meeting
 (5) The interval is not expected to last more than 90 minutes

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		Z.1 - Check of corrective actions relevant to previous audit, if any
Z.2 - Use of the Certification Body and of the Accreditation Body logos / Certification document / Advertisement of Management System Certification	Z.3 - Complaints from third parties concerned and complaints received by Certification Body	Z.4 - Certification Body Rules
Z.5 - Check of all processes as per the audit plan	Z.6 - Documented information determining scope, processes and not applicable requirements of the standard	Z.7 - Chamber of Commerce certificate or equivalent document
Z.8 - Management System Organization Chart	Z.9 - Last Management Review	Z.10 - Internal Audits programme
Z.11 - List of laws and/or regulations applicable to the supplied product/service	Z.12 - List of current yards with description of the activities carried out outside, if any	Z.13 - Customer specific requirements
Z.14 - Productioun sites and remote locations, if any: Plant of Site(s)	Z.15 - Key indicators trend of the last 12 months	Z.16 - Internal qualified auditor

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(4) The interval is not expected to last more than 90 minutes