

LOWE'S ENTERPRISE ASSESSMENT DOCUMENT LIST

During factory certification, the assessor needs to review the following documents from your factory. Please make them ready for review if you have these documents. 在工厂评审过程中，审核员需要查阅以下文件，请提前准备，以备查阅。

(一) 工商营业执照-Business license

(二) 厂房平面图- Factory Layout Diagram

(三) 工厂组织架构图-Factory organization chart.

(四) 生产工序流程图-Production process flow chart.

(五) 质量管理体系-Management System

5.1: 最近一次的管理评审记录 Recent management review record.

5.2: 最近一次的内部审核记录 Recent internal audit records

(六) 新产品导入和工程变更控制-New product launch and ECN

6.1: 新产品开发过程中各个阶段的输入和输出的记录- Records of input and output at each stage of the new product development process.

6.2: 工程变更记录- Engineering change record

(七) 采购和供应商管理-Purchase and sub-supplier Management

7.1: 合格供应商清单——Approved supplier list

7.2: 供应商考核记录——Supplier assessment record

7.3: 物料批准流程和记录-Material qualification process and record

(八)物料控制-Materials Incoming control

8.1: 物料检验规范-Material inspection specification

8.2: 物料检验记录-Material inspection record

8.3: 有效期物料管理要求-The management process for limited life material.

(九) 过程控制-Manufacturing process control





9.1: 关键工位培训记录-Key position training record.

9.2: 过程控制规范-Process control specification

9.3: 过程控制记录-Process control record

9.4: 过程直通率的统计记录-process first pass yield data

9.5: 设备保养计划和保养记录: Machinery maintenance plan and maintenance record.

(十) 成品检验, 储存和运输-Finished goods inspection, Storage and shipping

10.1: 成品检验规范-Finished goods inspection instruction

10.2: 成品检验记录: Finished goods inspection record

10.3: 条码扫描仪以及条码检查程序和记录 Barcode scanners and barcode verification procedures and records

(十一) 不合格品控制和纠正措施-Non-conformance control and corrective action

11.1: 不良品处理程序以及返修/复检记录 Nonconforming material handling procedures and relative re-working/ re-inspection records

11.2: 不良品的成因分析及图表-Defect analysis records

(十二) 量测仪器-Measuring equipment

12.1: 仪器校正计划-Equipment calibration plan

12.2: 仪器校正记录-Equipment calibration record

(十三) 交货后的活动-Post-delivery activities

13.1: 客户反馈记录-Customer feedback records

13.2: 客户投诉记录-Customer compliant records

13.3: 交期达成率统计记录-On-time delivery performance record

其他文件 (视乎审核情况所需, 请以审核员现场要求为准)

Other documents/records (subject to actual circumstances during the audit, please provide per auditor's requirement)