

AUDIT REQUEST FORM

STR project no. : _____ Application date (申請日期) : _____

Applicant (申請人): _____	Contact person (聯絡人): _____
Tel no. (電話): _____	Fax no. (傳真號碼): _____
Email address: (電郵地址): _____	
Name of buyer (客戶名稱): _____	Requested Audit date(審核日期): _____
Address (地址) : _____	
Audit location (驗廠地點) : (Both English and Chinese and please attach copy of simple map, if possible) (請用中文及英文填寫, 並連同地圖一同呈交。)	
Factory name (廠名): _____	Contact person (聯絡人): _____
Tel no. (電話): _____	Fax no. (傳真號碼): _____
Address (地址): _____	
Type of Audit (驗廠類別):	
<input type="checkbox"/> Quality & capability audit <input type="checkbox"/> Social compliance audit <input type="checkbox"/> C-TPAT audit <input type="checkbox"/> Other audit (QMS training, Social compliance training, Loading etc.)	

Special Instructions (特別指示) : FOR OFFICE USE ONLY

Audit standard (驗廠標準)

* Other special instructions attached (請參看附上的其他特別指示) YES / 是 NO / 否

Remarks (備注) :

- ⇒ If there is any special specification for Audit, please write down on a separate sheet and attach to this form.
(若有其他驗廠上的特別指示, 請另加白紙注明, 並連同本表格一同呈交。)
- ⇒ 5 Working days notice prior to audit date must be given for audit arrangement, and STR will try the best to meet vendor's schedule. (所有驗廠申請必須在驗廠日期前五個工作天提出, 本司將盡力安排配合。)
- ⇒ For cancellation of audit arrangement, at least 1 working day notice in advance should be given, otherwise, manufacturer/vendor is responsible for all the lot audit charges plus out-of-pocket expenses.
(若要取消驗廠, 需最少於一個工作天前提出, 否則廠方需負責那次驗廠的所有開支。)
- ⇒ We agree that the audit report is issued on the understanding that it cannot form the basis of, or the instrument for, any legal liability against Specialized Technology Resources (Hong Kong) Limited.
(申請人同意 STR 所發出的驗廠報告不可作為法律訴訟的文件。)
- ⇒ Make sure all the production should be in operation on the audit day.
請確保驗廠當天所有生產工序都開工生產。

Authorized signature and Company chop :
(申請人簽名及公司蓋章)

FOR OFFICE USE ONLY

Received Date: _____
Assigned Auditor: _____
Prepared by: _____
Checked by: _____