Factory Audit Application Form工厂审核申请表

**Applicant Details (Billing information )申请方信息 (付款方信息)**

|  |  |
| --- | --- |
| Company name:公司名称 |       |
| Address:地址 |       |
| Contact name:联系人 |       |
| Position:职位 |       |
| Tel. number:电话号码 |       |
| Fax number:传真号码 |       |
| E-mail address:电子邮件 |       |
| Contact number合同号： |       | Booking form number申请单号 |       |

**Details of Factory to Be Audited审核工厂的资料**

|  |  |
| --- | --- |
| Factory name:工厂名称 |       |
| Address:地址 |       |
| Product:产品 |       |
| If more than one location,please specity 若多于一处厂址请列明 |       |
| Number of staff:员工人数 |       |
| Certification Award 所取得的证书 |       |
| Factory Area 工厂面积 |       |
| Had ever audited by other company 若曾经接受过其它机构的审核，请列明 |       |
| Name of contact:联系人 |       |
| Position:职位 |       |
| Tel. number:电话号码 |       |
| Fax number:传真号码 |       |
| E-mail address:电子邮件 |       |

**Audit request审核需求**

|  |  |
| --- | --- |
| Audit standard:审核标准 | [ ] ES/SA8000社会责任  [ ] FCCA质量体系 [ ] SCS反恐体系[ ] RoHS Audit限制使用物质 [ ] Others       |
| Audit type:审核类型 | [ ] Initial audit [ ] Follow-up audit [ ] Annual audit [ ] Others       |
| Date audit required:要求审核日期 |       |

**Quotation报价**

|  |  |
| --- | --- |
| Proposed date for audit:建议审核日期 |       |
| Manday requirements:审核所需人天数 |       | Manday rate:每人天费用 |       |
| Audit fee:审核费用 |        |
| Approximate cost of traveling:额外的差旅费 |       |
| Name of contact:联系人 |       |
| Tel. number:电话号码 |       |
| Fax number:传真号码 |       |

**Confirmation by Applicant申请方确认**

|  |  |
| --- | --- |
| Signature of authorization 授权审核签署 |       |
| Name and position:名称和职位 |       |

**The Following Is Contract Review Only by BACL以下合同评审内容由倍科公司内部填写**

|  |  |
| --- | --- |
| Request by Sales Name业务员：      | Reviewed by Inspection Manager验货部经理审核：      |
| Confirmed by financial Department财务确认：      | Approved by Contract Reviewer:合同评审批准：      |

**Special Notes 特别说明:**

1. **Quotation will be sent via email to Applicant within 3 business days after audit application is received.**

报价会在审核申请收到后的三个工作日内将电子邮件发给申请方。

1. **The quotation is valid for acceptance within 10 business days from the date of quotation issued.**

报价开出后于10个工作日内有效，请及时确认。

1. **If formal notice of cancellation or rescheduling of an on-site audit is requested by Applicant, the fee charges will be according to the following:**如果申请方正式提出取消审核，或更改审核日期，收费如下：

**。If more than 3 business days & within 5 business days, 50% of quoted charge and travel expenses incurred**

如果3-5个工作日内,收取 50%审核费及实际产生的差旅费

**。If Within 48 hours (two business days) Full Charge and travel expenses incurred。**

如果2个工作日内全额及实际产生的差旅费

**。If Access Denied Full Charge and travel expenses incurred**

如果当天工厂拒绝审核，全额及实际产生的差旅费

1. **Prevailing interpretation of clauses should be from BACL**

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