

This report relays to Stage 1 Stage 2 Surveillance Re-Certification Special visit / assessment / inspection

Client Name **Stolárna Santo a.s.**

Postcode CZ – 753 01

Proposed / amended scope Yes No

(CZ: ~~Vývoj a výroba dřevěných kabelových bubnů. Zakázková výroba.~~

EN: ~~Design and manufacturing of wooden cable reels. Manufacture of wooden articles.~~

Other changes, e.g. name, address, contact, proposed extension to scope, complaint investigated Yes No

Number of employees

Visit Duration

Visit No. QMS 102256, EMS 102258

(f/te within scope)

23

(In days)

2.0

Relevant standard / ISO 9001 ISO 14001 AS-9100 OHSAS 18001 TS 16949 Other

Supporting Documentation

If other, please supply detail

This visit had the following conclusion as indicated by cross in the box below:

- The visit was satisfactory. *A positive recommendation for (continuing) registration is made/ An assessment is scheduled (see attached audit plan).*
- The visit was unsatisfactory. *A recommendation for (continuing) registration cannot be made/ An assessment cannot be scheduled*

This following action should be taken by the client:

- No action required
- MINOR** non-compliances & observations were raised
Timescales to complete the corrective action are agreed at days or 21 days if not stated
- There were one or more **MAJOR** non-compliances raised. A corrective action plan must be submitted to NQA Head Office within 10 working days

Were opening and closing meetings performed in accordance with Form 335. Yes No (Please delete italics as appropriate)

NQA Audit Team		Client Representatives (Name)		Title	Attendance (please delete)
Lead Assessor	Mr. T. HEZINA	Mr. J. KUCERA		Executioner	Opening / closing
Member 1	Mr. B. VILLERT	Mrs. S. KOMINKOVA		Representative for QMS and EMS	Opening / closing
Member 2					Opening / closing

Comments of the assessment team:

Stolarna Santo a.s. company presented soundly based interated management system in compliance with ISO 9001:2008 and ISO 14001:2004 requirements. The two observations are raised as a potential for next system improvement. Auditor recommend a year interval for next surveillance visit.

Signature (NQA)

Signature (Client)

The client is reminded that prior to a main assessment visit they are to ensure the management system has been implemented for at least 3 months, understood throughout the organisation, completely audited and has held a management review. The contents of this audit report are confidential. Findings raised within this report are the result of limited sampling, therefore, non-compliances may exist that have not been identified. The signature of the client's representative confirms their agreement and understanding of the contents of this report and their commitment to undertake satisfactory corrective action to address all non conformances raised.

NQA is a member of the NICEIC group of companies. If you wish your details to be shared with other members of this group, please place a cross in the box.

WASP - 1 0 2 2 5 6

ISO 9001:2008 REQUIREMENTS

Recertification

A B C D E F G H

General Requirements	4.1	X	X	X	X	X												
Documentation Requirements	4.2.1	X	X	X														
Quality Manual	4.2.2	X	X	X														
Control of Documents	4.2.3	X	X	X	X	X												
Control of records	4.2.4	X	X	X	X	X												
Management commitment	5.1	X	X	X	X													
Customer focus	5.2	X	X	X	X	X												
Quality policy	5.3	X	X	X	X													
Quality objectives	5.4.1	X	X	X	X													
Quality management system planning	5.4.2	X	X	X	X													
Responsibility, authority & communication	5.5	X	X	X	X	X												
Management review	5.6	X	X	X	X													
Provision of resource	6.1	X	X	X	X													
Human resources	6.2	X	X	X	X													
Infrastructure	6.3	X	X	X	X													
Work environment	6.4	X	X	X	X													
Planning of product realization	7.1	X	X	X	X													
Determination/review of requirements	7.2.1/2	X	X	X	X													
Customer communications/complaints	7.2.3	X	X	X	X													
Design and development	7.3	----	----	----	----													
Purchasing /process information	7.4.1/2	X	X	X	X													
Verification of purchased product	7.4.3	X	X	X	X													
Control of production & service provision	7.5.1	X	X	X	X													
Validation of processes	7.5.2	X	X	X	X													
Identification and traceability	7.5.3	X	X	X	X													
Customer property	7.5.4	X	X	X	X													
Preservation of product	7.5.5	X	X	X	X													
Control of monitoring and measuring devices	7.6	X	X	X	X													
General	8.1	X	X	X	X													
Customer satisfaction	8.2.1	X	X	X	X													
Internal audit	8.2.2	X	X	X	X													
Process monitoring and measurement	8.2.3	X	X	X	X													
Product monitoring and measurement	8.2.4	X	X	X	X													
Control of nonconforming product	8.3	X	X	X	X													
Analysis of data	8.4	X	X	X	X													
Continual improvement	8.5.1	X	X	X	X													
Corrective action	8.5.2	X	X	X	X													
Preventive action	8.5.3	X	X	X	X													
Use of NQA logo		X	X	X	X													

Key to business area/processes audited

A	Management - Office	E	
B	Work site – Storage	F	
C	Work site – Plant	G	
D		H	

NQA EMS AUDIT MATRIX

AUDIT START DATE
(dd/mm/yy)

1 0 / 1 1 / 1 0

WASP- 1 0 2 2 5 8

Business areas/
processes audited during this visit

ISO 14001:2004 REQUIREMENTS

Triennial
Review

A B C D E F G H

General requirements	4.1.	X X X	X						
Environmental Policy	4.2.	X X X	X	X	X				
Environmental aspects	4.3.1.	X X X	X	X	X				
Legal and other requirements	4.3.2.	X X X	X						
Objectives, targets, and programme(s)	4.3.3.	X X X	X	X					
Resources, roles, responsibility, and authority	4.4.1.	X X X	X	X	X				
Competence, training and awareness	4.4.2.	X X X	X	X	X				
Communication	4.4.3.	X X X	X		X				
Documentation	4.4.4.	X X X	X						
Control of documents	4.4.5.	X X X	X	X	X				
Operational control	4.4.6.	X X X		X	X				
Emergency preparedness and response	4.4.7.	X X X		X	X				
Monitoring and measurement	4.5.1.	X X X	X						
Evaluation of compliance	4.5.2.	X X X	X						
Non-conformity, corrective action, and preventive action	4.5.3.	X X X	X						
Control of records	4.5.4.	X X X	X	X	X				
Internal audit	4.5.5.	X X X	X						
Management review	4.6.	X X X	X						
Use of NQA Logo		X X X	X						
Customer complaints		X X X	X		X				
Checklists used		- - -	-	-	-				

Key to business area / processes audited

A	Management - office	E	
B	Work site - storage	F	
C	Work site - plant	G	
D		H	

WASP- QMS 102256, EMS 102258 Assessor* Mr. T. Hezina Standard + ISO 9001:2008, 14001:2004
Mr. B. Villert

Clause No	Details of activities seen, persons met or interviewed Record documents viewed and referenced to DMS sections etc.	NC's/ Obs Check notes
	An opening meeting was arranged between the auditor and the Company Representative Mrs. Kominkova and Mr. Kucera Director. Open meeting was started by preliminary interview where was negotiated criterions of audit for recertification audit QMS and EMS with accordance standard ISO 9001:2008 and ISO 14001:2004. There was explained process of recertification, evaluation of audit findings and objectives of visit. It was specified scope of activities. It was discussed plan of surveillance audit and specified accompaniment on visit. Verification observations from last audit. Manipulation with Logo and certificate are in accordance with requirements. Observations from last audit were realized and closed. Company using certificate for new only customer.	
	Company has 23 employees. Scope: CZ: Vývoj a výroba dřevěných kabelových bubnů. Zakázková výroba. EN: Design and manufacturing of wooden cable reels. Manufacture of wooden articles. Certificate QMS No.: 24129 27/11/07 validity into 27/02/11 Certificate EMS No.: E1543 27/11/07 validity into 27/02/11	
	Certification audit has been provided due date 14/11/07. Auditor was Mr. Trecka for QMS and Mr. Hezina for EMS. Auditors defines only observations for next evaluation of system. Audit was realized for all clauses of standards ISO 9001:2000 and ISO 14001:2004. Company realized development points from last audit (initial audit from 25/10/07).	
	Surveillance visit has been provided due date 01/12/08. There were not stated any major or minor non-conformity in audit report. Auditor was Mr. Hezina. It was raised acceptable level of observations. The observations were realized and closed. Auditor defines three observations for next evaluation of system. The findings were accepted and closed out into the surveillance visit report.	
	Surveillance visit has been provided due date 23/11/2009. Auditor was Mr. Hezina. There were not stated any major or minor non-conformity in audit report. It was raised acceptable level of observations the three observations were accepted from last audit. Auditor defines two observations for QMS and one observation for EMS for next development of system. The observations were checked and the result is subject of this report.	
	Upgrade 9K08	
9K08 – 4.1	There is documented one outsourced processes in the Integrate manual from 20/10/10 ed. 3, chapter. 4.1. The contracts with suppliers are documented.	✓
9K08 – 5.5.2	There is evident that Mr. Kominkova-MR is the member of company management, the Integrate manual. Mrs. Kominkova is company representative from 21/05/07. The job description is documented (Quality manual, chapter 5.5.2).	✓
9K08 – 6.2.1	There are documented the competence of functions (appendix of contracts) e.g. training from 07/01/09 for drivers e.g. Mr. Dostal, Mr. Kabele, Mr. Svab, crane operators Mr. Svedik, Mr. Kabele	✓
9K08 – 6.4	The company has own purpose built office, plant depot. o Cleaning – OK o Tidness – OK	✓ ✓
9K08 – 6.4	The monitoring of working environment on site is recorded according to acts. The medical exams of staff – the terms of exams depend on job description (driver) and age of employee. There is evident that company monitors working environment in own buildings and on sites.	✓ ✓
9K08 – 7.2.1	The contracts with customers include the parts: delivery, protection of product (site safety and security), warranty conditions, declaration of conformity.	✓
9K08 – 7.5.4	The personal data protection and intellectual property is documented in the Quality manual, chapter 7.5.4 and labour agreements.	✓

* Only to be completed where more than one assessor is involved in the audit

- Only to be completed where the audit is against more than one standard

NQA AUDIT RECORD

AUDIT START DATE 10/11/10

WASP- QMS 102256, EMS 102258 Assessor* Mr. T. Hezina
Mr. B. Villert Standard + ISO 9001:2008, 14001:2004

Clause No	Details of activities seen, persons met or interviewed Record documents viewed and referenced to DMS sections etc.	NC's/ Obs Check notes
5.3 (4.2)	Company has policy from 30/09/07 (signed Mr. Kucera – Company director). Policy is available of public. All suppliers are information with policy (policy is appendix of contracts. Policies are in accordance with requirements of standards ISO 9001:2008 and ISO 14001:2004. Policy is on the web site.	✓ ✓
5.4 (4.3.3)	Company has objectives for QMS and EMS. Objectives are from for QMS 30/12/08 (four objectives for years 2009-2010). Objectives signed Company director (signed Mr. Kucera). Programs are from 30/12/08 signed Company directors Mr. Kucera. Company has programs for all objectives. Company evaluated objectives for year 2009 – 2010 in the management review (08/11/2010) Objectives continual accounting on the management meeting 18/10/2010, 19/09/2010, 17/08/2010, 19/05/2010, 21/04/10.	✓ ✓ ✓
5.5 (4.4.1)	Company has organization diagram from 20/01/10. Organization diagram is approved of Company directors. Diagram includes all position e.g. Representative for QMS and EMS (Mr. Kucera – Company director). Responsibility, authorities are in manual from 02/09/07 and order for cooperative companies. Order position includes Responsibility, authority QMS and EMS Representative for QMS and EMS is Mrs. S. Kominkova was appointing 21/05/07 signed Mr. Kucera - Director. Mr. J. Jancik Work contract from 14/10/10 training OHSAS and Integrate system from 14/10/10 – Trainer Mr. Dobrotka Mr. V. Janicek Work contract from 21/10/10 training OHSAS and Integrate system from 21/10/10 Trainer Mr. Dobrotka Check of report for check of inspection of works (OIP) from 27/10/10 - OK	✓ ✓ ✓ ✓
5.6 (4.6)	Procedure for their handling is stated in the Quality and EMS manual. Evaluation is in the management review from 01/11/2010 input (report elaborated Mrs. Kominkova – Representative for integrate system) and 08/11/10 output signed Mr. Kucera company director. Management review was accordance with requirements ISO 9001:2008 and ISO 14001:2004	✓ ✓ ✓
6.1 (4)	Accounting of machines and equipment. Recourses for company operation are planned. Planning is successful because the company pays all its liabilities in time. Procedure for their handling is stated in the Quality and EMS manual	✓ ✓
6.2 (4.4.2)	Training plan is from 05/01/10 for year 2010. Plan includes training for all employees. Training of integrate system from 19/04/10 training realized Mr. Kucera Training of OHSAS 19/04/10 reaction on the Training realized Mr. Lev Training for operators of lift truck from 19/04/10 Mr. Suchanek, Training of drivers 18/02/10 Mr. Volek, Mr. Kucera, Herbauer Trainer Mr. Suchanek Certificate No.: 12M/99 Check individual training for new employees e.g. Mr. J. Jancik Work contract from 14/10/10 training OHSAS and Integrate system from 14/10/10 – Trainer Mr. Dobrotka	✓ ✓ ✓ ✓ ✓
6.3 (4.4.1)	The procedures for maintenances and revision of equipment are set. The procedures resulted from manuals for service. Technique and tools are revised. Records are with accordance with internal procedures for servicing of machinery. e.g. Revise of boiler-room from 27/11/08 Revise realized Mr. Raska Certificate No.: 1926/6/05/R-TZ-K 3,4 NA Electro revise for building is from 15/06/07 validity into 15/06/11 Electro revision are from 07/09 and second part of technician from 11/09. Revision realized Mr. Novak Certificate No.: 4458/7/05/R-EZ-E2/B Check information for: grinding machine No.: 24 revision from 15/10/10 milling machine No.: 27 revision from 08/11/10 extension cable No.: 3 protocol from 08/11/10 Company has new term for realization of revision electric equipment plan is on the 10/09. Revise realized external company. Revision realized Mr. Novak Certificate No.: 4458/7/05/R-EZ-E2/B	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Company has revision. A record for remove wasn't signet of director of company for one's small trouble	Obs.

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NQA AUDIT RECORD

AUDIT START DATE 10/11/10

WASP- QMS 102256, EMS 102258 Assessor* Mr. T. Hezina Standard + ISO 9001:2008, 14001:2004
Mr. B. Villert

Clause No	Details of activities seen, persons met or interviewed Record documents viewed and referenced to DMS sections etc.	NC's/ Obs Check notes
6.4	Work environment is on a very good level, plant depot at head office of company's is kept from the QMS viewpoint in accordance with requirements. Material is deposit partly at locked stocks, partly on outdoor area. The kind of deposit for each material is suitable. Company realized measurement with accordance legal requirements. Monitoring of worksite air Protocol No.: 9922 C/2008 from 20/08/08 validity into 08/13 Monitoring of noise Protocol No.: 9921H/2008 from 13/08/08 validity into 08/13	✓ ✓ ✓
7.1 (4.4.6 4.3.1)	Management company has been responsible for the process planning and development of processes N/A. Company has three category of process: main, control, support. Company actualized processes map from 20/10/10 – part of QMS and EMS manual. Company has plan of production from 05/01/10. Company has daily plan for production. Check plan for days week 44, 45 – OK.	✓ ✓ ✓
7.2 (4.3.1 4.1.2 4.4.6)	Customers information and requirements are following of Company director of company and works foreman. Records are from building journal, forms and personal act. Company communicated with customers and suppliers realized Company directors Mr. Kucera. Information are in electronic form (E-mail) and proceedings. Revision of customer's requirements is in contracts (record are signs of Company directors). e.g. Order No.: 11-00559/2010 from 06/10/10 Witthunrich, 108pcs. - 180 - 45 120 cm Order No.: NS – 16329/2010 from 13/10/10 PRAKAB Pražská kabelovna a.s. 280 180 cm Order No.: 2010-EB-139 from 06/10/10 Rexel Austina 1350 40 Order No.: 222/09 from 01/11/09 Kabelovna KABEX a.s. 50 120 Contracts signed Mr. Kucera – director.	✓ ✓ ✓ ✓ ✓ ✓
7.3 (4.4.6)	Non applied	✓
7.4 (4.4.6)	Purchasing Purchasing of material realized Mr. Kucera. Company purchasing material and transport. Check order for transport: Order from 18/09/10 (VALATRANS) Order from 06/06/10 (VALATRANS) Purchasing of sawn wood Order from 15/09/10 Delivery note from 15/09/10 Check of material Mr. Kucera (Supplier MM Holz Paskov) Purchasing of materials Delivery note from 12/08/10 (Mr. Klimes) Check of materials Mr. Dobrotka – Company manager Evaluation of suppliers realized 26/10/10 Mr. Kucera. e.g. Company Klimes evaluation realized Mr. Kucera suppliers category A – metal parts of Stora Enso Timber Zdirec s.r.o. evaluation realized Mr. Kucera suppliers category A - sawn wood MM Holz Paskov evaluation realized Mr. Kucera suppliers category A - sawn wood Pila Mayerhofer evaluation realized Mr. Kucera suppliers category B - sawn wood	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
7.5 (4.4.6 4)	Building of timber-hut Project: Mr. Patek Company realized facing and furniture Material: spruce Realization of works on the worksite Mr. Lutka, Mr. Pepny, Storage Company storage only operational reserves. In storage is realized FIFO. Chemical components and wastes are storage with accordance with legal requirements. e.g. Waste No.: 150110,150202	✓ ✓ ✓ ✓

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WASP- QMS 102256, EMS 102258 Assessor* Mr. T. Hezina Standard + ISO 9001:2008, 14001:2004
Mr. B. Villert

Clause No	Details of activities seen, persons met or interviewed Record documents viewed and referenced to DMS sections etc.	NC's/ Obs Check notes
7.5 (4.4.6 4.4.7)	<p>Protection of air Described in Manual of control system. Responsibility Mr. J. Kucera Company has one small sources (stationary source -boiler-room) of emission and mobile sources (cars). Monitoring of emission for fire-room – kettle No.: 726/10/01 (Therm Dua 50N) Monitoring of small sources was realized in the year 2010</p> <p>Monitoring of middle sources Monitoring realized external company Ekome, spol. s r.o. - Certificate No.: 2697/740/03/MS from 10/09/03 Ekome, spol. s r.o. Zlin z 31/03/08 Protocol No.: 101/08 Permit for sources of emission No.: KUOK 47819/2008 from 20/05/08 Accounting of emission is for all day with accordance with Law 86/2002 Continual accounting for middle source of emission 04/11/10, 05/11/10, 06/11/10, 10/11/10. Yearly report for emission into air from 26/03/10</p> <p>Protection of water Manipulation with water is sewer and water connection. Water inlet is realized in accordance with contract. Contract No.: 134886 from 02/12/03 (Vodovody a kanalizace Pferov, a.s.).</p> <p>Records for accounting water, electrical energy Consumption electrical energy accounting for 01, 04, 05, 07, 09, 10 for year 2010 evaluation for year 2009 is in management review. Consumption of water accounting for 01, 04, 05, 07, 09, 10 for year 2010 evaluation for year 2009 is in management review</p> <p>Emergency preparedness Company has emergency and fire rule. Documentation is actual on the work site. Check emergency sets – OK and extinguisher fire. Revision is from 04/10 (validity into 04/11) for extinguisher fires. Training of emergency preparedness is part of fire preparedness. Training was realized from 20/02/09.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
7.6 (4.5.1)	<p>Metrologist Mr. Kucera actualization of register into 20/10/10 External calibration gauge has only Mr. Kucera. Protocol No.: 9443/2009 Unimetra from 19/11/09 validity into 11/12 Calibration of thermometer for oast from 19/11/09 validity into 19/11/2011 Tachograph No.: 65/AM9/2010/MM from 23/03/2010 validity into 23/03/2011</p>	<p>✓</p> <p>✓</p> <p>✓</p>
8.1 (4.5.1)	<p>Organization has implemented a production monitoring system. The process measurement and analysis has been provided in quarterly period by company Company director. The results are monitored, the description statistic has been used for these purpose. Microsoft Excel will be used for process evaluation and analysis. Company has plan of internal audits and plan of management meetings. Plan is from 02/01/10.</p>	<p>✓</p> <p>✓</p>
8.2	<p>Customers' satisfaction is monitor through defects and out standings filing, customers' satisfaction with product usage, references, thankful letters etc. To get information there are evaluated following records:</p> <ul style="list-style-type: none"> • In site-diaries • Protocol about NC* or reclamation • Personal contact with customers <p>Company hasn't reclamation for year 2006. Records: Evaluation for year is continual 2010. Yearly report is from 25/10/2010 (appendix management review) e.g. PRAKAB Pražská kabelovna a.s. Kabelovna KABEX a.s. Schwechater Kabelwerke GmbH Company has continual accounting for customer's satisfaction.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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WASP- QMS 102256, EMS 102258 Assessor* Mr. T. Hezina Standard + ISO 9001:2008, 14001:2004
 Mr. B. Villert

Clause No	Details of activities seen, persons met or interviewed Record documents viewed and referenced to DMS sections etc.	NC's/ Obs Check notes
	<p>The surveillance summary review</p> <p>The surveillance audit was conducted to assess the effective maintenance and up-dated of the system against ISO 9001:2008 and ISO 14001:2004. All activities and processes were audited according to the plan of surveillance audit. All elements of the standards above were assessed and all trails were conducted. All observations from last surveillance audit have been implemented and checked to be effective.</p> <p>Company used correct way the registration/certification mark, it was applied in tender documents and documents of business order.</p> <p>Audit team provided review of changes during opening meeting; no changes were made in realization processes during surveillance period. No changes were required in respect of the audit plan arrangement. No misusing of NQA marks has been received by NQA regarding the client activities.</p> <p>There were stated no significant claim or complaints, it doesn't required any remedial actions. The auditor provided clearance of findings from previous surveillance visit; the conclusions are stated in another part of the Audit Record.</p> <p>The scope exclude product design and/or development, which were properly explain into Company Manual, part 7.3. Audit team had confirmed that the existing Scope of Registration reflects all of the company's current and intended key business activities.</p> <p>The company's integrate policy is valid and top management had reviewed the policy during management review dated 08/11/2010.</p> <p>The auditor should state appropriate effectiveness of the company's management system with regard to achieving the certified clients objectives:</p> <ul style="list-style-type: none"> - The client is focused to customer satisfaction, numerous references were collected as customer perception as. - The company reacts to NQA previous audit findings and had presented Improvement plan based on recommendations or observations. - Client presented good readiness for surveillance visit, all planned quality assurance activities were fulfilled (QMS and EMS internal audit, shared QMS / EMS management review) - The staff training had supported management intention for employees personal development <p>All audit conclusions were based on QMS and EMS elements sampling, there should occurs others incurable non-conformities, which weren't ascertained during this audit visit</p> <p>Company realized actualization of integrate system for new standard ISO 9001:2008.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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NQA Audit Plan

This report relays to the next audit: Re-Certification audit (TV1) Tato zpráva se vztahuje k re-auditu. Client Stolárna Santo a.s. , Družstevní 405 Hranice Klient		Vision No. 102256 – QMS Evidence Vision 102258 – EMS
Relevant Standard/Supporting Documentation: ISO 9001:2008 and ISO 14001:2004; Související norma / Podpůrná dokumentace: _____		
Audit Objectives Cíle auditu	To confirm that the management system has been established, implemented and delayed in accordance with the requirements of the audit standard Ověřit, zda je systém managementu zaveden, udržován a rozvíjen dle požadavků standardu určujícího kritéria auditu.	
Member / role:	_____ Tomáš HEZINA – QMS and EMS Lead Auditor _____ _____ Břetislav Villert EMS Auditor _____	Company Representative Mrs. S. Kominkova – Manager QMS and EMS_ GSM: +420 603 521 461 E-mail: elsicz@centrum.cz
Date (Datum)	10/11/2010	10/11/2010

Time (Čas)	Location/Department/Function/Process (Místo auditu/Oddělení/Pozice/Proces)	Time	Location/Department/Function/Process
08.00 – 08.20	Opening Meeting / Zahajovací jednání	08.00 – 08.20	Opening Meeting / Zahajovací jednání
08.20 – 10.00	Logo and Observation from last audits / Logo a doporučení z předchozích auditů	08.20 – 10.00	Resource Management / Management zdrojů Control of measures, metrology/Metrologie Measurement, analysis and improvement / Měření, analýza a zlepšování Evaluation of compliance/Hodnocení souladu
10.00 – 12.00	Actualization of systém for new standard ISO 9001:2008/Aktualizace systému dle ISO 9001:2008 Documented management system / Process scheme / Exclusions Dokumentovaný systém managementu / Schéma procesů / Vyloučení Document Review / Přezkoumání dokumentace	10.00 – 12.00	Management Responsibility / Odpovědnost managementu, Policy and planning in EMS/Politika a plánování v EMS, Resources, roles responsibility and authority/Pravomoci a odpovědnosti
12.00 – 12.30	Lunch / Oběd	-	Lunch / Oběd
12.30 – 14.30	Storage/Sklad Customer processes and purchasing / Procesy týkající se zákazníka, nakupování Operational control/Rízení provozu, Emergency preparedness / Havarijní připravenost	12.30 – 14.30	Production / Service provision / Výroba a poskytování služeb Order / zakázka Operational control/Rízení provozu, Emergency preparedness / Havarijní připravenost
14.30 – 16.00	Internal audits, CAR's and PAR's/ Interní audit, NO/PO Management review/Přezkoumání vedením	14.30 – 16.00	Emission into air, protection of air/Ochrana ovzduší, emise, CAR's and PAR's/ NO/PO
16.00 – 16.30	Report preparation/Připrava zprávy	16.00 – 16.30	Report preparation/Připrava zprávy
16.30 – 17.00	Closing Meeting/ Závěrečné jednání	16.30 – 17.00	Closing Meeting/ Závěrečné jednání

Signed for NQA 	Timings and content may be subject to change
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This report relays to the next audit: Re-Certification audit (TV1) Tato zpráva se vztahuje k re-auditu. Client Stolárna Santo a.s. , Družstevní 405 Hranice Klient Relevant Standard/Supporting Documentation: ISO 9001:2008 and ISO 14001:2004; Související norma / Podpůrná dokumentace	Vision No. 102256 – QMS Evidence Vision 102258 – EMS
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Audit Objectives Cíle auditu	To confirm that the management system has been established, implemented and delayed in accordance with the requirements of the audit standard <i>Ověřit, zda je systém managementu zaveden, udržován a rozvíjen dle požadavků standardu určujícího kritéria auditu.</i>
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Member / Člen: _____ Tomáš HEZINA – Witness Auditor _____ _____ Břetislav Villert EMS Auditor _____	Company Representative Mrs. S. Kominkova – Manager QMS and EMS_ GSM: +420 603 521 461 E-mail: elsicz@centrum.cz
Date (Datum)	11/11/2010

Time (Čas)	Location/Department/Function/Process (Místo auditu/Oddělení/Pozice/Proces)	Time	Location/Department/Function/Process
08.00 – 08.20	Opening Meeting / Zahajovací jednání		
08.20 – 09.30	Environmental aspects/Environmentální aspekty, Legal and other requirements and evaluation of compliance/ Právní a jiné požadavky hodnocení souladu		
09.30 – 11.00	Manipulation with wastes and chemical components./Praktické nakládání s odpady a chemickými látkami		
11.00 – 12.00	Internal audits, CAR's and PAR's/ Interní auditu , NO/PO Management review/Přezkoumání vedením		

Signed for NQA 	Timings and content may be subject to change
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NQA Audit Plan

This report relays to the next audit: Surveillance audit (TV1) Tato zpráva se vztahuje k dohledovému auditu. Client Stolárna Santo a.s. , Družstevní 405 Hranice Klient		Vision No. 102256 – QMS Evidence Vision 102258 – EMS
Relevant Standard/Supporting Documentation: ISO 9001:2008 and ISO 14001:2004; Související norma / Podpůrná dokumentace		
Audit Objectives Cíl auditu	To confirm that the management system has been established, implemented and delayed in accordance with the requirements of the audit standard <i>Ověřit, zda je systém managementu zaveden, udržován a rozvíjen dle požadavků standardu určujícího kritéria auditu.</i>	
Member / role:	_____ Tomáš HEZINA – QMS and EMS Lead Auditor _____ _____ Břetislav Villert EMS Auditor _____	Company Representative Mrs. S. Kominkova – Manager QMS and EMS_ GSM: +420 603 521 461 E-mail: elsicz@centrum.cz
Date (Datum)	11/2011	11/2011

Time (Čas)	Location/Department/Function/Process (Místo auditu/Oddělení/Pozice/Proces)	Time	Location/Department/Function/Process
08.00 – 08.20	Opening Meeting / Zahajovací jednání	08.00 – 08.20	Opening Meeting / Zahajovací jednání
08.20 – 10.00	Logo and Observation from last audits / Logo a doporučení z předchozího auditu Documented management system / Process scheme / Exclusions Dokumentovaný systém managementu / Schéma procesů / Vyloučení Document Review / Přezkoumání dokumentace	08.20 – 10.00	Management Responsibility / Odpovědnost managementu, Policy and planning in EMS/Politika a plánování v EMS, Resources, roles responsibility and authority/Pravomoci a odpovědnosti
10.00 – 11.00	Resource Management / Management zdrojů Control of measures, metrology/Metrologie	10.00 – 11.00	Resource Management / Management zdrojů Control of measures, metrology/Metrologie
11.00 – 12.00	Storage/Sklad	11.00 – 12.00	Storage/Sklad
12.00 – 12.30	Lunch / Oběd	-	Lunch / Oběd
12.30 – 14.30	Production / Service provision / Výroba a poskytování služeb Operational control/Řízení provozu, Emergency preparedness /Havarijní připravenost	12.30 – 14.30	Order / zakázka Operational control/Řízení provozu, Emergency preparedness /Havarijní připravenost
14.30 – 16.00	Customer processes and purchasing /Procesy týkající se zákazníka, nakupování Operational control/Řízení provozu, Emergency preparedness /Havarijní připravenost	14.30 – 16.00	Internal audits, CAR's and PAR's/ Interní audity, NO/PO Management review/Přezkoumání vedením Measurement, analysis and improvement / Měření, analýza a zlepšování Evaluation of compliance/Hodnocení souladu
16.00 – 16.30	Report preparation/Příprava zprávy	16.00 – 16.30	Report preparation/Příprava zprávy
16.30 – 17.00	Closing Meeting/ Závěrečné jednání	16.30 – 17.00	Closing Meeting/ Závěrečné jednání

Signed for NQA 	Timings and content may be subject to change
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ATTENDANCE SHEET

(Prezenční listina)



ORGANISATION: **Stolárna Santo a.s.**
(Organizace)

DATE: 10/11/2010
(Datum)

OPEN/EXIT MEETING
(Zahajovací / Závěrečné jednání)

NAME (Print) Jméno (Tiskacím písmem)	POSITION (Funkce)	SIGNATURE (Podpis)
Tomáš Hezina	Lead auditor	
Břetislav Villert	Auditor	
KOMÍNKOVÁ ŠARKA	říd	
MUČERA SÍŤI	ředitel	

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