



Audit Plan

EN9104-001:2013, EN9100:2018

Surveillance 1

Audit conducted under Bureau Veritas Certification Holding SAS – UK Branch



Company: **Institute of Petrochemistry, Heilongjiang Academy of Science**

Contract : **AS-19070-BJN0**

Lead Auditor: **Zhanzhan Li/ZZL**

Auditor: /

Company: **Institute of Petrochemistry, Heilongjiang Academy of Science**

Audit Dates: **2022.3.14—2022.3.17**
Design, Development, Production and Services of Structural Adhesive, Functional Adhesive and Repair Adhesive for Civil Aviation

Scope of Registration: **HQ/Site1:** Design, Development, Production and Services of Structural Adhesive, Functional Adhesive and Repair Adhesive for Civil Aviation
Site2: Production and Services of Repair Adhesive for Civil Aviation
Site3: Production and Services of Structural Adhesive and Functional Adhesive for Civil Aviation

Address: **HQ/Site1:** 164 Zhongshan Road, Xiangfang District, Harbin City, Heilongjiang Province, China
Site2: The twelfth Avenue No.10 of Hanan New Industrial Area core, Harbin, Heilongjiang
Site3: The twelfth Avenue No.2 of Hanan New Industrial Area core, Harbin, Heilongjiang

HQ/Site1: 6152277565
Site2: 6152833682
Site3: 6152277581

OIN: **Site2:** 6152833682
Site3: 6152277581

Company Representative: Ms. Li Bing (Tel: 13796067338 Sunny253@163.com)

Non Applicability clauses: N/A

Audit Duration: **4** Manday

Lead Auditor: Zhanzhan Li/ZZL (Tel : 18917861341)

Audit Team Members: /

Non Team Observers: /

Audit Language: Chinese

Confidentiality: Standard confidentiality arrangements per contract

Report Delivery: 10 days maximum after closure meeting

Product Code: 12A/21



Audit Plan

EN9104-001:2013, EN9100:2018

Surveillance 1

Audit conducted under Bureau Veritas Certification Holding SAS – UK Branch



Company: **Institute of Petrochemistry, Heilongjiang Academy of Science**

Contract : **AS-19070-BJN0**

Lead Auditor: **Zhazhan Li/ZZL**

Auditor: /

Audit Objectives: Type of audit **surveillance 1** audit

- 1- Determination of the conformity of the AQMS Vs **BS EN 9100:2018 & ISO9001:2015**
- 2- Identification of areas for potential improvement of the quality management system.
- 3- Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements;
- 4- Evaluation of the effectiveness of the management system to ensure the client organization is continually meeting its specified objectives.

Reference Documents: **BS EN 9100:2018 Standard**
 BS EN 9001:2015 Standard
 BS EN 9101:2018 Audit procedure
 BS EN 9104-1 Requirements for AQMS Certification Programs

If Remote Audit what type of ICT application is being used /

ITAR/EAR: The Lead Auditor shall be informed of any potential issue regarding ITAR/EAR products or export license issue.

Key Clients: (which will form the basis of the audit trail) **COMAC, Harbin Hafei Aviation Industry Co. Ltd.**

Before starting the audit have a look on this introduction of the IAQG Aerospace Certification Scheme



Audit Plan

EN9104-001:2013, EN9100:2018

Surveillance 1

Audit conducted under Bureau Veritas Certification Holding SAS – UK Branch



Company: Institute of Petrochemistry, Heilongjiang Academy of Science

Contract : AS-19070-BJN0

Lead Auditor: Zhanzhan Li/ZZL

Auditor: /

Date: 2022.3.14 Site : HQ/Site1: 164 Zhongshan Road, Xiangfang District, Harbin City, Heilongjiang Province, China

Time	Audited Process or Sub-process	Function / Department / Project Emphasis on	EN 9100 Section	Auditor	Attendees
08:00—08:30	Opening meeting	Introduction of attendees/Presentation of the audit Procedure/Program validation		ZZL	Participants to the audit
08:30—09:00	Top manager interview	GM/MR/QM	4/5/6	ZZL	Top management
09:00—12:00	Management process_ MP01/02/03/04/05/06/07 AQMS Planning and Monitoring/Customer Satisfaction/ Internal audit/ Management review/Continual Improvement	Quality Department/ Sales and Business Dept. 质量与标准化部/综合办公室	4/5/6/9.1/ 9. 2/9.3/10	ZZL	Process owner
12:00 - 12:30	Lunch Break				
12:30—16:00	HR Management_SP01/05/06	HR Department 人事教育部/质量与标准化部/科研外事部	7.1.1/7.1.2/7.2/7.3 /7.4/7.1.6	ZZL	Process owner
	Document and record control_SP06	Quality Department/Production Dept./ Science Researching Dept.质量与标准化部	7.5	ZZL	Process owner
16:00-16:30	Wrap up Meeting				ZZL QA



Audit Plan

EN9104-001:2013, EN9100:2018

Surveillance 1

Audit conducted under Bureau Veritas Certification Holding SAS – UK Branch



Company: Institute of Petrochemistry, Heilongjiang Academy of Science

Contract : AS-19070-BJN0

Lead Auditor: Zhanzhan Li/ZZL

Auditor: /

Date: 2022.3.15 Site : HQ/Site1: 164 Zhongshan Road, Xiangfang District, Harbin City, Heilongjiang Province, China

Time	Audited Process or Sub-process	Function / Department / Project <i>Emphasis on</i>	EN 9100 Section	Auditor	Attendees
08:00—12:00	Product requirement and review process_P01	Sales and Business Dept.军工配套服务部	8.2	ZZL	Process owner
12:00 - 12:30	Lunch Break				
12:30—16:00	Procurement/ Outsourcing process_P03/04	Purchasing Dept.条件保障部/科研外事部	8.4	ZZL	Process owner
16:00-16:30	Wrap up Meeting			ZZL	QA



Audit Plan

EN9104-001:2013, EN9100:2018

Surveillance 1

Audit conducted under Bureau Veritas Certification Holding SAS – UK Branch



Company: Institute of Petrochemistry, Heilongjiang Academy of Science

Contract : AS-19070-BJN0

Lead Auditor: Zhanzhan Li/ZZL

Auditor: /

Date: 2022.3.16

Site : Site2: The twelfth Avenue No.10 of Hanan New Industrial Area core, Harbin, Heilongjiang
Site3: The twelfth Avenue No.2 of Hanan New Industrial Area core, Harbin, Heilongjiang

Time	Audited Process or Sub-process	Function / Department / Project <i>Emphasis on</i>	EN 9100 Section	Auditor	Attendees
08:00—12:00	Product Provision Process_P05/06/09	Site2:Production Department 研究中心/军工配套服务部	8.5	ZZL	Process owner
	Product release and NC controlling_P07/08	Site2:Quality Department 分析测试中心/研究中心/质量与标准化部	8.6/8.7	ZZL	Process owner
12:00 - 12:30	Lunch Break				
12:30 - 13:00	Transfer from Site2 to Site3				
13:00—16:00	Product Provision Process_P05/06/09	Site3:Production Department 研究中心/军工配套服务部	8.5	ZZL	Process owner
	Product release and NC controlling_P07/08	Site3:Quality Department 分析测试中心/研究中心/质量与标准化部	8.6/8.7	ZZL	Process owner
16:00-16:30	Wrap up Meeting			ZZL	QA



Audit Plan

EN9104-001:2013, EN9100:2018

Surveillance 1

Audit conducted under Bureau Veritas Certification Holding SAS – UK Branch



Company: Institute of Petrochemistry, Heilongjiang Academy of Science

Contract : AS-19070-BJN0

Lead Auditor: Zhanzhan Li/ZZL

Auditor: /

Date: 2022.3.17

Site : HQ/Site1: 164 Zhongshan Road, Xiangfang District, Harbin City, Heilongjiang Province, China

Time	Audited Process or Sub-process	Function / Department / Project <i>Emphasis on</i>	EN 9100 Section	Auditor	Attendees
08:00—12:00	Product Provision Process_P05/06/09	HQ/Site1:Production Department 研究中心/军工 配套服务部	8.5	ZZL	Process owner
	Product release and NC controlling_P07/08	HQ/Site1:Quality Department 分析测试中心/研究中 心/质量与标准化部	8.6/8.7	ZZL	Process owner
12:00 - 12:30	Lunch Break				
12:30—13:30	verification of NC in last audit	Quality Department:质量与标准化部	10.2	ZZL	Process owner
13:30—15:30	NCR and PEAR preparation			ZZL	
15:30—16:00	Discussing audit result with MR and QM	NC Confirmation, Audit Result Confirmation		ZZL	QA/MR
16:00-16:30	Closing Meeting				ZZL Participants to the audit