编号：0238-2020-2021

**监督审核□首 □末次会议记录**

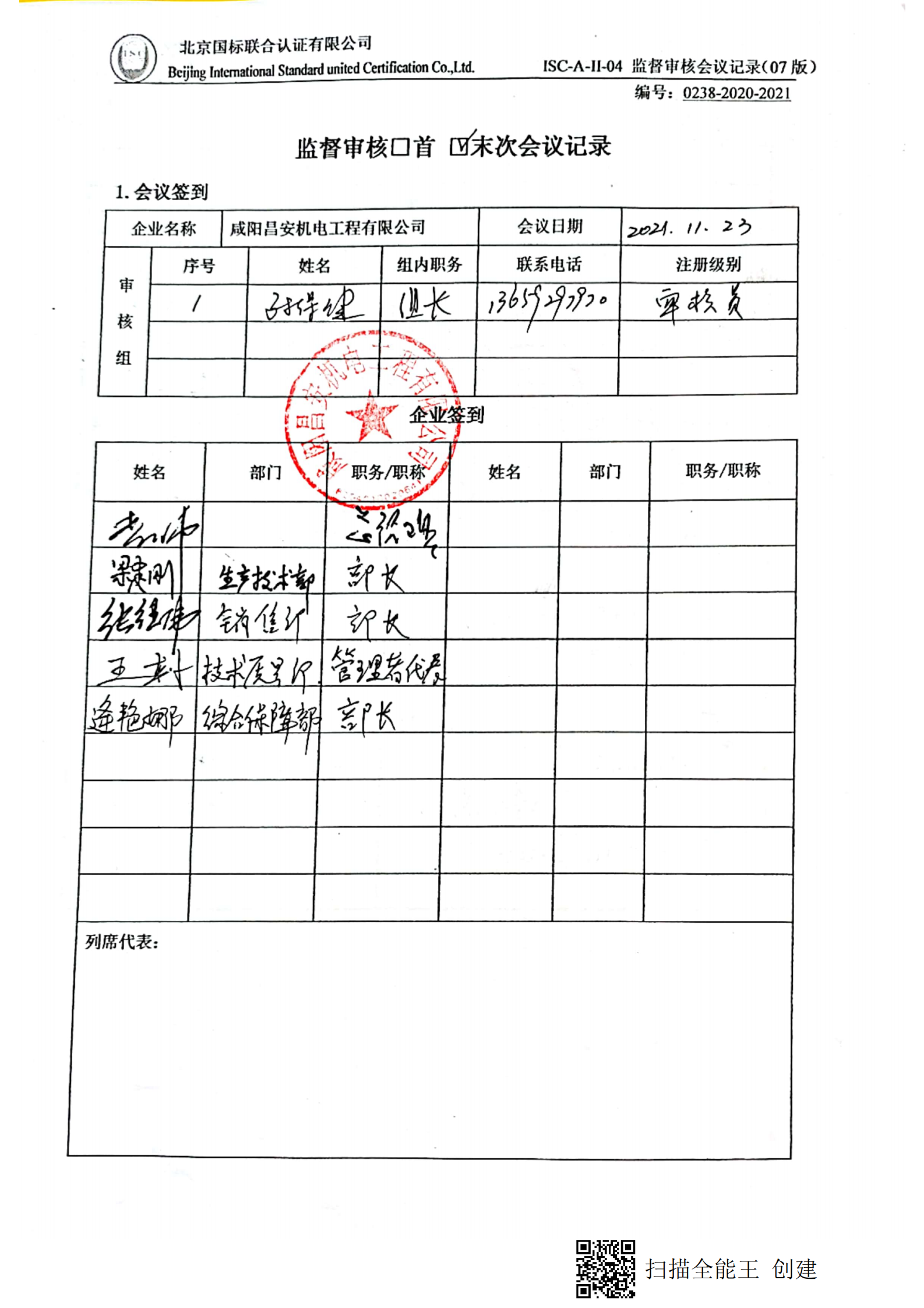
**1.会议签到**

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| 企业名称 | | 咸阳昌安机电工程有限公司 | | | 会议日期 |  |
| 审核组 | 序号 | | 姓名 |  | 联系电话 | 注册级别 |
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**企业签到**

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| 姓名 | 部门 | 职务/职称 | 姓名 | 部门 | 职务/职称 |
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| 列席代表： | | | | | |

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| 编号：0238-2020-2021  **监督审核□首 □末次会议记录**  **1.会议签到**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | 咸阳昌安机电工程有限公司 | | | 会议日期 |  | | 审核组 | 序号 | | 姓名 | 组内职务 | 联系电话 | 注册级别 | |  | |  |  |  |  | |  | |  |  |  |  | |  | |  |  |  |  |   **企业签到**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 姓名 | 部门 | 职务/职称 | 姓名 | 部门 | 职务/职称 | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | 列席代表： | | | | | | |



**2.会议纪要**

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| **□首□末次会 议内容 摘要（**在□中划“√”表示已进行的内容**）** | |
| **首次会议记录：**  □ 双方介绍人员；  □ 说明审核的目的、依据和范围，确认体系覆盖的产品和场所；  □ 简要介绍审核计划、审核方法及沟通渠道；  □ 确认企业的保密事宜；  □ 确认审核组的安全及应急情况对策；  □ 介绍审核报告的方法及步骤；  □ 介绍有关审核可能被中止的情况；  □ 请受审核方领导讲话。  记录人/日期： | **末次会议记录：**   * 感谢受审核方的合作与帮助； * 重申审核的目的、依据和范围，确认体系覆盖的产品和场所； * 简要介绍审核情况，对管理体系做出综合评价，肯定受审核方在管理工作上的优点和成绩，并说明审核抽样局限性和建设性意见； * 宣读不符合报告，同受审核方商定纠正措施完成时间及纠正措施的要求； * 宣布现场审核结论，并说明现场审核结论只是推荐性结论； * 重申保密规定和申诉、投诉和争议规定； * 介绍认证注册的程序,说明证书、标志的使用要求； * 请受审核方领导讲话。   记录人/日期： |

