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| PLEASE READ THE GUIDANCE CAREFULLY AND COMPLETE IN DETAILS  |

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**REGISTRATION SCHEME OF QUALITY MANAGEMENT ENGINEER** |  |
| **AUDIT LOG (add pages as necessary)** |  |

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| Name: |  | QMS Certificate No.(if applicable):  |  |
| Level: | [ ]  Senior QME (高級質量工程師)  | [ ]  QME (質量工程師) | Associate QME (初級質量工程師) |

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Date(dd/mm/yy) 1 | Audited organization2 | Total Time3 | Role 4A / LA | Type of Audit 5C / P | Organization that appointed the auditor 6 |
| Site | Off - site |
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**AUDIT LOG GUIDANCE**

1. Date - First day of the site visit, beginning with the opening meeting. It should be recorded in Day/Month/Year format.
2. Audited Organization - complete contact information including the fax number and email address of the auditee should be provided on request.
3. Total time of the audit, in calendar days. A day is considered at least six hours of activity. **All audit time shall be recorded in days.**

On-site Time - Time spent on the actual audit, from the opening to the closing meeting.

Off-site Time - Time spent on preparation, documentation, report writing, etc. This activity may take place at the site of the audit or off location, but is still considered off-site time.

1. Role in the audit: A – Auditor (Member of Audit Team); LA – Audit Team Leader (Lead of a team of at least two auditors)
2. Type of audit: Complete Management System (C) - An audit to determine the conformity of a complete management system (e.g., pre-assessment, registration/certification of management system, recertification of management system, second party).

Partial Management System (P) - An audit that evaluates a portion of the MS (e.g., surveillance).

1. Contact details of the organization that appointed you for the audit should be provided upon request.