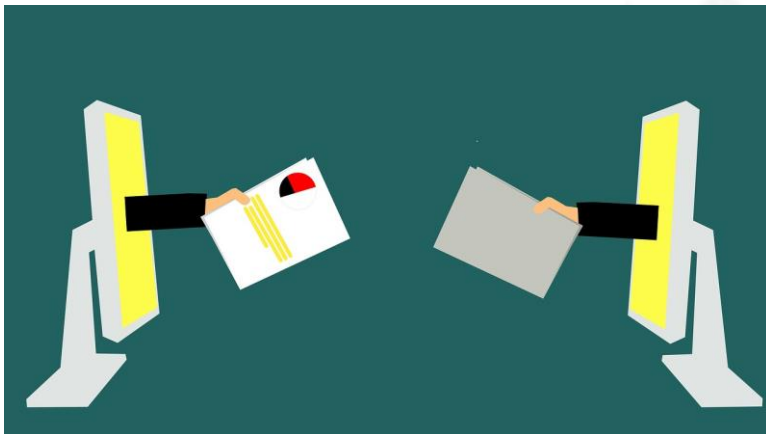


Introduction of Audit Manager 3.1

审核管理者 3.1简介

Simply
leveraging
Quality.



- Accurate audit planning information directly from clients
直接由客户提供准确的审核策划信息
- Easy verification of audit and certificate information by clients and auditors
客户及审核员较容易互相校对审核及证书信息
- Directly real-time access to online audit reports by clients
客户能随时从网上获取发行的审核报告
- Reduced emails and paperwork
减少电邮和文书工作

- Initial Stage / 初期:

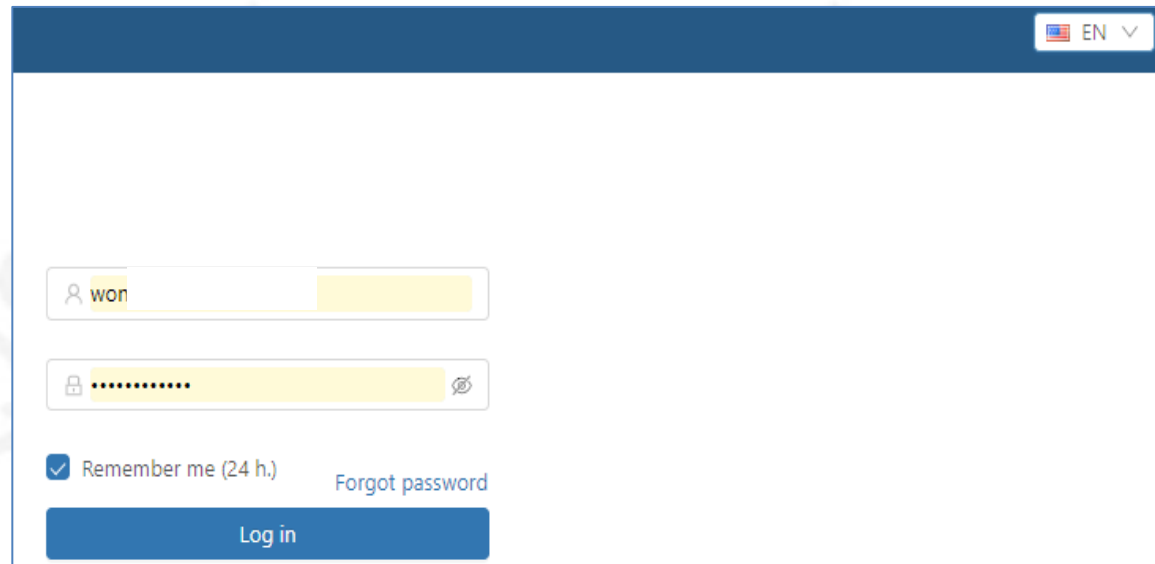
- ✓ ISO 9001:2015
- ✓ ISO 14001:2015
- ✓ ISO 45001:2018

- Later / 之后:

- ✓ ISO 27001
- ✓ more 更多

- During audit planning, the client will receive an email from DQS about **Audit Manager**, with link to change password.
在审核策划阶段，客户将接到DQS关于**审核管理者**的电邮通知，通过提供的链接自行修改密码。
- The **user name** is the client's email address.
用户名是客户的电邮地址。
- The password has **complexity** requirement.
密码有**复杂性**要求。

- **Login** on below webpage / 在以下网页**登入**:
<https://auditmanager-beta.dqs-holding.com>
- You can select your **language** at upper-right corner.
你可以在右上角选择**语言**。
- **Forgot password** can be clicked to reset or change password
你可以按**忘记密码**去重设或变更密码



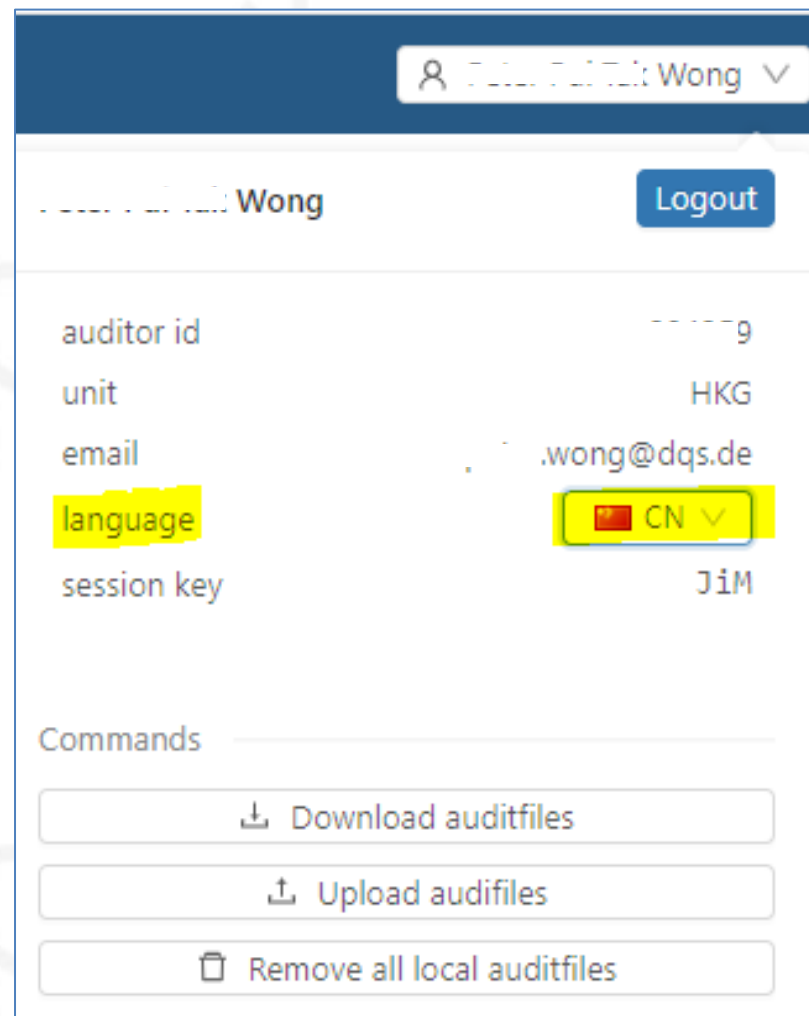
The screenshot shows a login interface with a dark blue header bar containing a language selector (EN) and a dropdown arrow. Below the header, there are two input fields: the first for a username (containing 'won') and the second for a password (masked with dots). Below the password field is a checkbox labeled 'Remember me (24 h.)' and a link labeled 'Forgot password'. At the bottom is a blue 'Log in' button.

- You can also change **language** any time after login, by clicking the arrow icon at upper-right corner.

登入后，你也可以随时按右上角的向下箭头更改显示**语言**

- If using one account in different computers, the system may indicates that the local database is **corrupted** right after login. Just confirm to reload the data.

如果在不同电脑切换使用同一账户，登入后可能提示本地数据库**损坏**。按确定进行重新载入即可。



The screenshot displays the DQS user interface. At the top right, there is a user profile section for 'Wong' with a 'Logout' button. Below this, a list of user details is shown: 'auditor id' (9), 'unit' (HKG), 'email' (.wong@dqs.de), 'language' (CN, highlighted with a yellow box and a dropdown arrow), and 'session key' (JIM). At the bottom, there is a 'Commands' section with three buttons: 'Download auditfiles', 'Upload auditfiles', and 'Remove all local auditfiles'.

- After login, click to select the associated audit, if there are more than one.
登入后，按选相关的审核，如果有多个。

- Tab of Customer Data will be displayed.
客户信息的页面将会出现。

Customer data	Audit planning
> Company Data	read only
> Contact persons	read only
> Certificates	read only
> Further locations of certificate scope	
> Management system and its processes	
> Site Details	
> Audit precondition	read only
> Documents	
> Documents from previous audit	

顾客信息	审核策划
> 公司数据	read only
> 联络人	read only
> 证书	read only
> 认证范围的其他场所	
> 管理体系和过程	
> 现场信息	
> 审核前提条件	read only
> 文件	
> 以前的审核文件	

- Input and edit required data for audit planning
输入和编辑审核策划需要的信息
- Inform DQS CSP if any change to the **read-only** data
属于**只读**的信息如有变更，请通知DQS客户服务人员
- Pay attention to Management System and its Processes
留意**管理体系和过程**
(with image in next page / 图示见下一页)

Management system and its processes

Requirements coverage:

ISO 14001:2015: 4.1 4.2 4.3 4.4 5.1 5.2 5.3 6.1 6.2 7.1 7.2 7.3 7.4 7.5 8.1 8.2 9.1 9.2 9.3 10.1 10.2 10.3

ISO 45001:2018: 4.1 4.2 4.3 4.4 5.1 5.2 5.3 5.4 6.1 6.2 7.1 7.2 7.3 7.4 7.5 8.1 8.2 9.1 9.2 9.3 10.1 10.2 10.3

ISO 9001:2015: 4.1 4.2 4.3 4.4 5.1 5.2 5.3 6.1 6.2 6.3 7.1 7.2 7.3 7.4 7.5 8.1 8.2 8.3 8.4 8.5 8.6 8.7 9.1 9.2 9.3 10.1 10.2 10.3

Processes

^ up v down [Create new entry](#) [Edit entry](#) [Delete](#) [Export](#) [Import from Excel](#)

<input type="checkbox"/>	No.	Process	Standard & Refs	new	Process owner/responsible	Reference documents (procedures, process, descriptions, etc.)	Relevant legal or other requirements (if applicable), permits approvals, etc.
--------------------------	-----	---------	-----------------	-----	---------------------------	---	---

管理体系和过程

要求覆盖:

ISO 14001:2015: 4.1 4.2 4.3 4.4 5.1 5.2 5.3 6.1 6.2 7.1 7.2 7.3 7.4 7.5 8.1 8.2 9.1 9.2 9.3 10.1 10.2 10.3

ISO 45001:2018: 4.1 4.2 4.3 4.4 5.1 5.2 5.3 5.4 6.1 6.2 7.1 7.2 7.3 7.4 7.5 8.1 8.2 9.1 9.2 9.3 10.1 10.2 10.3

ISO 9001:2015: 4.1 4.2 4.3 4.4 5.1 5.2 5.3 6.1 6.2 6.3 7.1 7.2 7.3 7.4 7.5 8.1 8.2 8.3 8.4 8.5 8.6 8.7 9.1 9.2 9.3 10.1 10.2 10.3

过程

^ 上升 v 下降 [创建新条目](#) [编辑条目](#) [删除](#) [导出](#) [从Excel导入](#)

<input type="checkbox"/>	No.	过程	Standard & Refs	新	过程负责人	相关文件 (程序、过程、描述等)	相关法律或其他要求 (如适用)、许可批准等。
--------------------------	-----	----	-----------------	---	-------	------------------	------------------------

- Process Data include:
standards and their clauses, reference documents,
process owner, legal requirements, KPIs, targets,
achievement status, etc.

过程资料包括：
标准及相应条款、参考文件、负责人、法规要求、
目标和指标、及其达成情况等。
- Image in next page. / 图示见下一页。
- If a process is associated with more than one standard,
then click to add standard.
如果一个过程与多个标准相关，则按增加标准。

Process Data 运作过程的资料

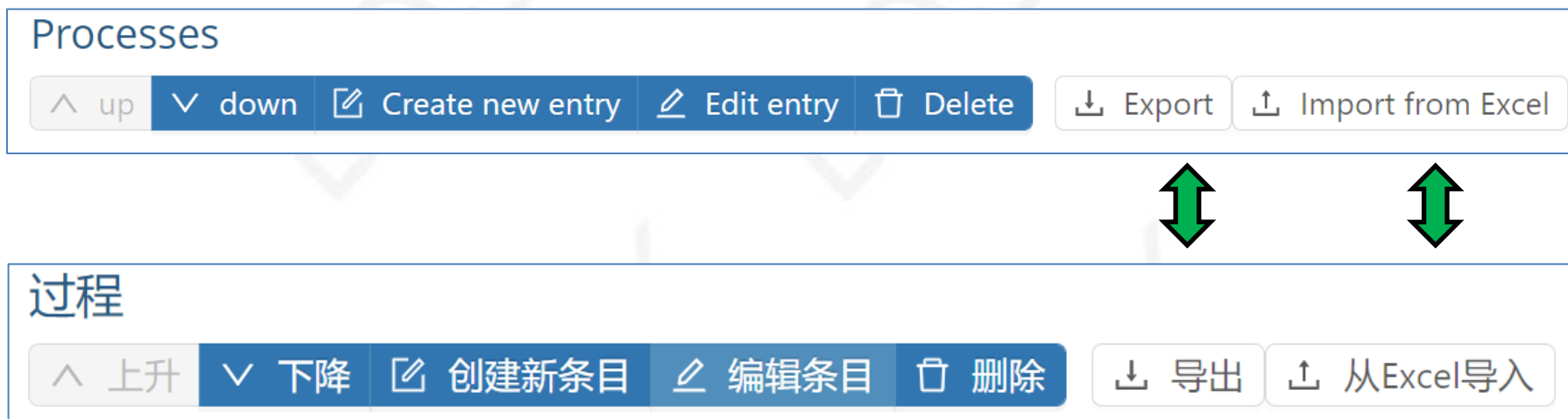
<For training by DQS HK only>

No.:	<input type="text"/>
* Process:	<input type="text" value="Design"/>
Standard	Reference
<input type="text" value="v"/>	<input type="text"/>
new:	<input type="text" value="no"/>
Process owner/responsible:	<input type="text"/>
Reference documents (procedures, process, descriptions, etc.)	<input type="text"/>
Relevant legal or other requirements (if applicable), permits approvals, etc.	<input type="text"/>

No.:	<input type="text"/>
* 过程:	<input type="text" value="产品设计"/>
Standard	参考
<input type="text" value="v"/>	<input type="text"/>
新:	<input type="text" value="否"/>
过程负责人:	<input type="text"/>
相关文件 (程序、过程、描述 等)	<input type="text"/>
相关法律或其他要求 (如适 用)、许可批准等。	<input type="text"/>

- The **process data** can be input /
过程资料的输入:
- ✓ **directly** into the system /
可以在系统中**直接**进行，
- or**
- ✓ by **exporting** an Excel file from the system,
then inputting data in the file (exported by you or us),
and then **importing** the file into the system.
从系统**导出**一个Excel文件，
在你或我们导出的文件中填入资料，
然后将此Excel 文件**导入**到系统

- Export and Import buttons
导出和导入按键:



The image shows two side-by-side UI panels for managing processes. The top panel, titled 'Processes', contains buttons for sorting (up/down), creating, editing, and deleting entries, as well as 'Export' and 'Import from Excel'. The bottom panel, titled '过程' (Processes), contains the same functionality in Chinese: '上升/下降' for sorting, '创建新条目/编辑条目/删除' for entry management, and '导出/从Excel导入' for data transfer. Two green double-headed vertical arrows are positioned between the 'Export' and 'Import from Excel' buttons of the top panel and their Chinese counterparts in the bottom panel, indicating a direct correspondence between the two interfaces.

Processes

^ up ▼ down Create new entry Edit entry Delete Export Import from Excel

过程

^ 上升 ▼ 下降 创建新条目 编辑条目 删除 导出 从Excel导入

- Process Data input in exported Excel sheet / 在导出的Excel 表格中的过程数据输入:
- ✓ If a process is associated with more than one standard, then input **separated row** of record for each standard.
如果一个过程与多个标准相关，
则为每个标准输入**单独的数据行**。
- ✓ Clause numbers must be inputted in **1-decimal** place, with separation by a semicolon, such as:
所有标准条款编号必须输入为**一位小数**的格式，
并用分号分隔，例如:

4.1; 4.2; 6.1; 10.1; 10.2

- At Documents section, documents like Basic Data sheet, Process Map, Management Manual can be uploaded.
在文件栏，可以上传基本信息表、过程图、管理手册等文档。

▼ Documents

⬆ Upload document(s)

⬇ Download

✎ Edit

🗑 Delete

🔄 Refresh

☐

Title

Document type

Filename

▼ 文件

⬆ 上传文件

⬇ Download

✎ 编辑

🗑 删除

🔄 Refresh

☐

标题

文件类型

文件名称

- After inputting required information, please click [Submit information to auditor](#).
输入所需资料后，请按[递交资料给DQS](#)。

Please inform us about any changes to this audit file:

☐ Data has been checked and revised, please update all records accordingly.

☐ All required data for planning of the next audit has been completely entered.

Details about changes / further information

Submit information to auditor

请告知我们关于此审核文件的任何变化:

☐ 已检查并更新数据,请更新所有相关记录。

☐ 已输入所有下次审核策划所要求的所有信息。

Details about changes / further information

递交资料给DQS

- After inputting required information, please click **Submit information to auditor**.
输入所需资料后，请按**递交资料给DQS**。
- DQS will review the submitted information, and may contact client for clarification, if needed.
DQS 将审阅所递交的资料，并可能联络客户作澄清。
- Audit Plan, Audit Report, and Certificate will be based on the provided information after necessary verification.
作适当确认后，将根据提供的信息制定审核计划、审核报告、和证书。

Any question, contact DQS CSP for help:
如有疑问，请与DQS客服人员联络:

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