



<<AUDITPLANADDRESSDATE>>

<<AUDITPLANOFFICEADDRESS>>

Dear Customer

Confirmation of Audit Visit Details

We have pleasure confirming the next scheduled Audit Visit date and details of the Audit Visit Plan, following discussion with your URS office management representative and, or, your nominated Lead Auditor.

Standard or Scheme	Audit Start DATE	Audit Start TIME	Lead Auditor
IATF 16949:2016 + ISO 9001:2015	<<AUDITPLANJOBSCHEDDATE>>	<<AUDITPLANJOBSCHEDTIME>>	See Audit Plan Below

Client Name	Client Main Certification Address
APEX CIRCUIT (THAILAND) CO., LTD. (Site2)	30/101-102 Moo 1 Tambol Khok Kham Amphur Muang, Samutsakhon 74000 Thailand

Certification Scope of Main Location
Manufacture of Printed Circuit Boards and High Density Interconnectors (HDI) (Excludes Product Design under Clause 8.3)

The auditor and audit team, if applicable, will commence the audit with a pre-audit and opening meeting to discuss the audit plan - see below - to cover various topics and allow any questions to be raised. The audit plan below is based on the information supplied to the Lead Auditor and the quotation, or from the previous audit visit in terms of employee numbers, site (s) and the certification scope. If you are aware of any changes regarding the above matters, please advise your URS local office as soon as possible.

Such changes in employee count, site(s), certification scope may effect the audit planned time given below (for more guidance on this matter see * at the end of this document).

The audit can only proceed on the understanding suitable records are available to the audit team. If you are aware of any reasons where sensitive records will not be available, please notify the audit team as soon as possible.

Please be aware that the auditor, and audit team, if applicable, will need an area to write the final audit report prior to the presentation of the report to you, or your management team, at the final meeting. We would also like to point out that a cancellation of the audit visit must be made in writing to the relevant URS Office, not less than 7 working days, otherwise a cancellation fee may be charged to cover travel, accommodation and auditor costs.

We trust the above and detailed Audit Plan below is satisfactory, but should you have any questions, please do not hesitate to contact your URS Office.

2024/124748/SU1
IATF 16949:2016 + ISO
9001:2015



Yours faithfully

Certification Support Officer
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Audit Visit Plan

1.0 Visit Objective

In order for the Audit to meet the objective and be effective, the audit visit date(s) should be arranged to take into account the client's working practises, seasonal variations and timings.

The objective of the visit is to ensure compliance can be demonstrated to the standard or scheme regarding contractual, regulatory and system processes as sampled against the visit plan stated below.

2.0 Client's Certification Structure

Indicate below the Client's Certification Structure and which Additional Locations (Sites) are Planned to be Visited

Company Certification Structure	Indicate Applicable Structure	Location Addresses to be Visited (additional to the above address)
Single	Yes	Location as stated above
Corporate (16949 scheme only)	--	---
Extended (16949 scheme only)	--	---
Multisite	--	---

3.0 Audit Team Members

Lead Auditor	Audit Team Members (If applicable)	URS Witness Auditor (If applicable)
To be assigned	To be assigned	n/a
Translator (if applicable)	Specialist (If applicable)	AB Auditor (if applicable)
n/a	n/a	n/a



4.0 Verification Checks and Changes of Client Business Processes and Structure

Establishment of Existing Circumstances or Changes	Auditor Comments
Confirm total employee Number at the site	5308 persons
If changed from previous Audit, advise of change	72 persons
Total number of employees at other site locations (if IATF scheme, then state for Supporting or Extended Manufacturing sites)	
Major change in the volume of Sales and/or Customers (for the IATF scheme advise of NEW Automotive Customers)	
Advise of significant changes to Technology, Processes or Equipment	
Major changes in Regulation or Customer Requirements (for the IATF scheme, state customer complaint summary, score card and special status)	
Changes to Scope of Certification (for the IATF scheme comment on QMS documentation and results of Internal audit and reviews)	
Is this audit part of a client's Integrated Management System and if so, has there been a reduction in the level of integration since the last audit which could alter the assigned audit man-days	



5.0 Detail of Audit Visit Plan

Standard/Scheme		Audit Start Date		Audit Duration - as Per Job Instruction (in days)		Audit Type	
IATF 16949:2016 + ISO 9001:2015		October 7-9, 2024		8.5 MD + Verified NC 0.50 MD		Surveillance 2 Audit	
Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited	
Oct 7, 2024		--	---	All Auditor	Pre-Audit Review for verification of data and changes to current customer and internal performance data including a review of current online customer reports and/or customer scorecards	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000	
Oct 7, 2024	9.00	--	---	All Auditor BIZ: K.Chanram	Opening meeting / Site Tour / Customer Specific Requirement – Code W188 and code 54HR		
Oct 7, 2024	9.30	N	---	Team A (Kittapop C. :L/A 8hrs) MR: K.Amorntat K.Somkeit	Management process - Interview Top management - Use of Logo - Context of Organization / Quality Policy - Need and Expectations of Interested Parties - Leader Ship / Improvement - Quality Objective and planning to achieve them - Nonconformity and Corrective/Preventive action - Customer Claim/Complain - Risk / Opportunities Assessment and Evaluation - Internal quality audit - Management review - Contingency Plan	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000	
---	12.00	--	---	---	Lunch		



Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited
---	13.00	N	---	HR: K.Siriwan	Human Resource and Training (HR) (Supports APEX 2,3)	---
	16:00	N		DCC: K.Patchara	Document Control (DCC)	
---	18.00	N	---	---	Summary	---
Oct 7, 2024	09.30	N	---	Team B (Sukrit D. 8hrs) K.Weerawat K.Surachet	Apex 3 Production and QC in process (Outer) -Front process - Cutting (CT-A3) - Drilling (DR-A3) - Laser Drill - Inner - Plating Process (PL-A3)	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	---	--	---	---	Audit on Shop floor area and during the time of operation 2 hours	
---	12.00	--	---	---	Lunch	---
---	13.00	N	---	---	Apex 3 Con't Production and QC in process (Outer-Front process) - Cutting (CT-A3) - Drilling (DR-A3) - Laser Drill - Inner - Plating Process (PL-A3)	---
---	---	--	---	---	Audit on Shop floor area and during the time of operation 4 hours	
---	18.00	--	---	---	Summary	---



Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited
Oct 7, 2024	9.30	N	---	Team C (Nion C. 8hrs) K.Weerawat K.Srinuan K.Witthaya K.Patcharin	<p>Apex 3 Production and QC in process (Outer-Middle process) - Dry film (DFO-A3) - AOI (AOO-A3) - Solder Mask (SM-A3) - Marking (MK-A3) - RSP</p> <p>Production and QC in process (Inner-Middle process) - Dry film (DFI-A3) - AOI (AOI-A3)</p>	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	---	--	---	---	Audit on Shop floor area and during the time of operation 2 hours	
---	12.00	--	---	---	Lunch	---
---	13.00	N	---	---	<p>Apex 3 Con't Production and QC in process (Outer-Middle process) - Dry film (DF-A3) - AOI (AOI-A3) - Solder Mask (SM-A3) - Marking (MK-A3) - RSP</p> <p>Production and QC in process (Inner-Middle process) - Dry film (DFI-A3) - AOI (AOI-A3)</p>	---
					Audit on Shop floor area and during the time of operation 4 hours	
---	18.00	--	---	---	Summary	---



Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited
Oct 8, 2024	9.00	N	---	Team A (Sukrit D. 8hrs) K.Patcharin	Apex 3 Production and QC in process (Outer-Back process) - Routing (RT-A3) - V-Cut (VC-A3) - Coating (OSP-A3, GO-A3) - Immersion Tin	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	---	--	---	---	Audit on Shop floor area and during the time of operation 2.5 hours	
---	12.00	--	---	---	Lunch	---
---	13.00	N	---	--- K.Pattama K.Nudchanad K.Nongnuch	Apex 3 Quality Control - IQC-A3 - QC LAB-A3 - F-Test-A3 - FQC-A3	---
---	---	--	---	---	Audit on Shop floor area and during the time of operation 4 hours	
---	18.00	--	---	---	Summary	---
Oct 8, 2024	9.00	N	---	Team B (Nion C. 8hrs) K.Jirasak K.Wasari K.Tawatchai K.Panya	Apex 2 Production and QC in process (Inner) - Cutting (CUT-G) - Dry Film (DF-G) - AOI (AOI-G) - Inner (Brown oxide to Trimming)	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	---	--	---	---	Audit on Shop floor area and during the time of operation 2.5 hours	



Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited
---	12.00	--	---	---	Lunch	---
---	13.00	N	---	---	Apex 2 Production and QC in process (Inner) - Cutting (CUT-G) - Dry Film (DF-G) - AOI (AOI-G) - Inner (Brown oxide to Trimming)	
---	---	--	---	---	Audit on Shop floor area and during the time of operation 2.5 hours	
---	16.00	N	---	K.Rattana	Raw Material Store (ST-G) (Cover APEX2, 3)	---
---	18.00	--	---	---	Summary	---
Oct 8, 2024	9.00	N	---	Team C (Kittapop C. 8hrs)	Production Control (PC-G, PC-A3) K.Nadtapong	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	10.30	N	---	K.Jirasak K.Wanida	Apex 2 Production and QC in process (Outer-Front process) - Drilling (DR-G) - Plating Process (PL-G)	
---	---	--	---	---	Audit on Shop floor area and during the time of operation 1 hours	
---	12.00	--	---	---	Lunch	---
---	13.00	N	---	---	Apex 2 Con't Production and QC in process (Outer-Front process) - Drilling (DR-G) - Plating Process (PL-G)	



Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited
---	---	--	---	---	Audit on Shop floor area and during the time of operation 4 hours	
---	18.00	--	---	---	Summary	---
Oct 9, 2024	9.00	N	---	Team A (Kittapop C. 8hrs) K.Wasan K.Tawatchai K.Hassanai	Apex 2 Production and QC in process (Outer-Middle process) - Dry film (DF-G) - AOI (AOI-G) - Solder Mask (SM-G) - Marking (MK-G)	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	---	--	---	K.Manit	Audit on Shop floor area and during the time of operation 2.5 hours	
---	12.00	--	---	---	Lunch	---
---	13.00	N	---	---	Apex 2 Con't Production and QC in process (Outer-Middle process) - Dry film (DF-G) - AOI (AOI-G) - Solder Mask (SM-G) - Marking (MK-G)	
---	---	--	---	---	Audit on Shop floor area and during the time of operation 3.5 hours	
---	17.00 17.30 18.00	--	---	---	Report Activity Closing Meeting Finish	---



Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited
Oct 9, 2024	9.00	N	---	Team B (Nion C. 8hrs) K.Manit K.Y. ~ คบค	Apex 2 Production and QC in process (Outer-Back process) - Routing (RT-G) - V-Cut (VC-G) - Coating (OSP, Gold, TIN, Silver)	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	---	--	---	---	Audit on Shop floor area and during the time of operation 1.5 hours	
---	11.00	N	---	K.Ó@๑ ๑๑๑	MIS (MIS) (Cover APEX 2,3)	
---	12.00	--	---	---	Lunch	---
---	13.00				Verify NC 01-05 (4hrs)	
---	17.00 17.30 18.00	--	---	---	Report Activity Closing Meeting Finish	---
Oct 9, 2024	9.00	N	---	Team C (Peerapat K. 8 hrs) K.Pattama K.Udomsin K.Sattawat	Apex 2 Quality Control - IQC - QC LAB - F-Test - FQC	Site: APEX CIRCUIT (THAILAND) Co.,LTD. 30/101-102 Moo 1, Tambol Khok Kham, Amphur Muang, Samutsakhon Thailand 74000
---	---	--	---	K.Suma	Audit on Shop floor area and during the time of operation 2.5 hours	
---	12.00	--	---	---	Lunch	---
---	13.00			K.Wiwat	Finish Good (FG-G) (Cover APEX 2,3)	
---	17.00 17.30 18.00	--	---	---	Report Activity Closing Meeting Finish	---



Day Number	Start Time	Shifts Seen (N = Client does not operate shifts A = Client operates more than one shift)	If A selected state shifts visited	Auditor Name	Process or Department to be Audited	Identification of Location if more than one Location to be audited
---	---	--	---	---	Auditor team communication during lunch, summary and audit report activity	---
Automotive Customer				Requirement		
Unimicron (Customer code 54HR)				General PCB order specification rev 22/5/2014		
Robert Bosch GMBH (Customer code: W188)				Customer Specific Manual for Bosch and Inspection Standard (Bosch) and General Specification Plated Through PCB's/Multilayout (Rev.5 4/9/2019)		



6.0 IATF Scheme Only - Validation of Plan and Audit Times

Validation of Audit Plan - IATF Scheme ONLY	Status	Comment Required for any Status Indication of N or N/A
A minimum of 1 hour to be taken On-Site before the Opening Meeting is Scheduled AND extra time has been planned for closure of previous findings	Yes	---
Specific Manufacturing Processes have been stated in the Plan and they reflect the Client naming convention	Yes	---
Confirm the plan states which shift will be audited for each manufacturing process	Yes	---
Confirm the plan states Audit time for interactions with any Remote Sites giving date, time - including travel to Remote Sites	Yes	---
Confirm Customer Specific Requirements have been covered in the Audit Plan	Yes	---
Summarize Internal Performance Data supplied since the last audit	Yes	---
The latest IATF OEM reports and / or score card information showing the status of Quality & Delivery performance has been reviewed	N/A	No any IATF OEM customer.
Are the IATF OEM Objectives/ targets met (If not, see Rule 5.2(r) for potential recalculation of audit days)	N/A	No any IATF OEM customer.
Confirm review of the Internal Audit and Management Review records	Yes	---
REMOTE AUDIT - Did the client submit the additional audit planning information related to COVID-19 and is it in-line with the IATF Remote Audit Requirements for audit planning completed	N/A	This client audit 100% on-site.
REMOTE RE-CERTIFICATION AUDIT - After review of the surveillance audit reports from the current audit cycle, have you identified any areas that need to be prioritized	N/A	This client audit 100% on-site.
Based on the reviewed of Client Data supplied and the answers to the above, describe how the pre-planning has	Yes	---



Validation of Audit Plan - IATF Scheme ONLY	Status	Comment Required for any Status Indication of N or N/A
impacted the audit plan and list the issues to be prioritized		

Auditor Name	Total Hours for Day 1	Total Hours for Day 2	Total Hours for Day 3	Total Hours for Day 4	Total Hours for Day 5	Total Hours Over Audit Visit
Team A	8 hrs	8 hrs	8 hrs		---	24 hrs (3.0 MD)
Team B	8 hrs	8 hrs	8 hrs		---	24 hrs (2.5 MD+ Verify NC 0.5 MD)
Team C	8 hrs	8 hrs	8 hrs.		---	24 hrs (3.0 MD)
Total audit hour per day	24 hrs	24 hrs	24 hrs		---	Total manufacturing audit time 38.5 hour that being performed shop floor area and during the time of operation the audit time show in start time column



7.0 Further Guidance

Guidance and Clarification *

Any changes to the Certified Company needs to be notified to the URS office under the requirements of Accreditation, or by the scheme rules where relevant e.g.: IATF 16949.

Notification should be given by the certified client rather than changes being discovered by the auditor during an audit. If notification has not been given, then a major Non-Conformity will be issued and extra time via a Special Audit Visit shall be performed for a minimum of 1.0 Audit man-day.

Where notification has been made, then extra time for the Special Audit Visit can be reduced to a minimum 0.5 Audit Man-day.

The exact time for the Special Audit Visit will depend upon the complexity of the changes, such changes include:

- Legal Status;
- Company structure and formation;
- Shareholding;
- Senior Management of known System Processes, Departments, Technical areas;
- Location and contact address;
- Scope;
- Sub-contractor activity;

For certain schemes i.e.: IATF, Customer Special Status, transfer from a previous CB, also fall within the above changes stated.

EOF