



## Schedule Confirmation

**To:** BANGKOK CRYSTAL CO., LTD.  
**Attn:** Khun Tuntisaneepong Rungroj  
**Tel:** 038-968-861-4 #113  
**Email:** rungroj@bangkokcrystal.com  
**Subject:** Surveillance Audit  
**Standard:** ISO 9001:2015

**Job No:** TH/BKK/583  
**Date:** 03 Feb 2026  
**From:** Wipaporn Jarujinda  
**SGS Tel:** (+66) 2-678-1813 Ext 1876  
**SGS Email:** Wipaporn.Jarujinda@sgs.com

SGS BA is pleased to confirm the arrangements for your audit as above stated Standard(s) as follows;

Audit Start Date:	Audit End Date:	Auditor(s)
18 May 2026	19 May 2026	Pakpoom Tungruedee
18 May 2026	18 May 2026	Kittisak Srisomparn

Address refer to Audit Plan

Please tick in BOX: Car

Client will pick up at SGS office     SGS rental car (to be invoiced to clients)

Please tick in BOX: Flight (if any)

Client will book a flight     Client will pick up at local airport  
 SGS will book a flight (to be invoiced to client)     SGS will arrange rental car from local airport to client site  
(if client pick up, please inform limousine contact: Name..... Mobile no.....)

Please tick in BOX: Accommodation

Client will arrange Hotel Accommodation     SGS will arrange Hotel Accommodation (to be invoiced client)

Kindly acknowledge receipt of this schedule confirmation and return a copy and company map via email as below. If you have any question, please do not hesitate to contact SGS. Thank you for your kind cooperation.

Wipaporn Jarujinda  
 Planning Officer  
 Mobile: (+66) 93-004-1290

Kannika Yamasak  
 Acting Planning Leader

**Acknowledgement:**

**Date:**

*CHODCHART UNAROM*  
*5 P.M. 69*

May we take this opportunity to remind your organization of its obligation, as described in the SGS Codes of Practice, to notify us of significant quality system and product range changes and significant regulatory actions that might affect your compliance. Or are there any conflicts of interest with the nominated audit team above which could jeopardise the impartiality of the audit, for example, onsite training, consultancy, previous employment, etc. Changes that have occurred since the last visit or are planned to occur before the planned visit should be notified as soon as possible to the undersigned, quoting your contract number shown in the top right hand corner of this letter. Some examples of significant changes or actions include.

- Planned activities outside the current scope
- Change in address, name or ownership
- Major process changes.
- Significant changes to number of employees

A current copy of our general conditions for certification services and codes of practice can be downloaded from our website. <http://www.sgs.com/en/Terms and Conditions.aspx>. If you are unable to access this information, please contact me and I shall send you a copy. In the meantime, if you have any further queries, or any concerns with the impartiality of the audit team please do not hesitate to contact SGS.

Note:

- Notification of audit team change will be informed before the audit date.
- If you do not fill any mark, SGS will arrange the transportation and will invoice to your company.
- For short notice cancellation: SGS reserves the right to invoice one man day charge at the current rate or at least 50% of services value more than 50,000 Bhat (at 1st payment).
- Any changes to the above company information (no. of employees, audit site address, scope, etc.) must be notified in writing prior to audit date and agreed by SGS (Thailand) Limited KN division.

Acknowledgement signature has been required within 15 days after Schedule Confirmation received. Otherwise, SGS reserves the right that client accepted all condition mentioned at Schedule Confirmation.

SGS (Thailand) Limited 238 TRR Tower, 19th – 21st Floor, Naradhiwas Rajanagarindra Road, Chong Nonsi, Yannawa, Bangkok 10120, t (66 2) 678-1813 f (66 2) 678-1508 [www.th.sgs.com](http://www.th.sgs.com)



## Audit Plan(Rev.01)

Organization:	Bangkok Crystal Co., Ltd.		
Address:	<u>Head Office and Plant:</u> 99 Moo 8, T. Mabkha, A. Nikompattana, Rayong 21180, Thailand <u>Sale Office:</u> W1 Building, 2nd Floor, 356 Narathiwat Rajanakarin Road, Chong Nonsi, Yannawa, Bangkok 10120		
Visit Number:	2 (All: 2 MD, Plant: 1MD, Head Office: 0.5MD, Sale office = 0.5 MD)	Actual Visit Date:	
Visit Due by Date:	Next 12 month	For auditor information only	
Lead Auditor:	A: TL + Skilled auditor (NACE 26.13)		
Team Member(s):	B: Skilled auditor (NACE 26.13)		
Additional Attendees and Roles			
Standard(s):	ISO9001:2015		
Job Type	<input checked="" type="checkbox"/> Single Contract / Integrated Contract <input type="checkbox"/> Combined with job no.		
Audit Language:	Thai		
Audit Scope:	Manufacturing of Glass Block and decorative glass block.  <u>Head Office and Plant</u> Manufacturing of Glass Block and decorative glass block.  <u>Sale Office:</u> Sale insupport of Manufacturing of Glass Block and decorative glass block.		

*Audit Objectives: To determine conformity of the management system, or parts of it with audit criteria and its:*

- ability to ensure applicable statutory, regulatory and contractual requirements are met,
- effectiveness to ensure the client can reasonably expect to achieve specified objectives and to identify as applicable areas for potential improvement.

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
Day I Plant: 1MD, Head Office: 0.5MD	08:45	All	Arrive at Head office and Palnt at Rayong	--
	09:00	All	Opening Meeting	--
	09:15	All	Interview Top management; Leadership and Commitment, Context of Organization and Interested Parties, Risk and Opportunities, Quality Objectives, continual improvement Discussion for changes in organization	
	10:00	A	Human Resource <ul style="list-style-type: none"> <li>• Competence and Awareness</li> <li>• Recruitment &amp; Training</li> <li>• Organization Knowledge</li> </ul>	
	13:00	A	Documented control <ul style="list-style-type: none"> <li>• Documented control,</li> <li>• Internal and External Document control</li> </ul>	

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Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
	14:00	A	Information technology control (IT) <ul style="list-style-type: none"> <li>IT data security, Backup ,Maintenance</li> </ul>	
	15:00	A	Mandatory Process; Internal audit, Management Review, Customer complaint, Corrective action, Quality objectives, Continual Improvement, Understanding the organization and it's context, Understanding the needs and expectations of interested parties, Actions to address risk and opprotunities, Change management, Certification claim and use of mark	
	10:00	B	Production planning; Planning process, Planning change	
	11:00	B	Production and Quality Control Process (Decoration Block ) <ul style="list-style-type: none"> <li>Laboratory/ Quality Assurance (Incoming inspection, Material inspection, Final inspection)</li> </ul> Production control, Identification, Traceability, Control of non-conformity, Work Environment and Control of changes	
	13:00	B	Maintenance/Facility/Mold	
	15:00	B	Calibration Program; Equipment measurement control, Calibration / Verification.	
	12:00	All	<b>Lunch</b>	--
	15:00	All	<b>Auditors review findings in private</b>	--
	15:30	All	<b>Brief finding of day 1</b>	--
	16.00	All	<b>End of day 1</b>	--
Day II Sale office = 0.5 MD	08:45	A	Arrive at Sale office at Bangkok	
	09:00	A	Opening Meeting	-
	09:15	A	Discussion for changes in organization	
	09.30	A	Sales & Marketing (Order handling, Customer Satisfaction & Complaint handling, After sale service)	
	12:00	A	<b>Lunch</b>	--
	13:00	A	<b>SGS Audit Team review in private</b>	--
	13:30	A	<b>Closing meeting</b>	--
	14:00	A	<b>End of Audit</b>	--

**Remark:**

*If applicable, objectives, internal communication, analysis of data and continual improvement will be audited at all relevant functions.*

*Please be informed that management representative should be available during audit period.*

**Notes to Client:**

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.

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- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.

\*\*\*\*\* Audit plan is submitted to client\*\*\*\*\*

<input type="checkbox"/>	At on-site audit date :		<input type="checkbox"/>	Via email date:	
<input type="checkbox"/>	Via facsimile date:		<input type="checkbox"/>	Via stage 1 report date:	

<input type="checkbox"/>	Not Required Skilled Auditor or Technical Expert	
<input type="checkbox"/>	Required Skilled Auditor or Technical Expert <i>Please define specific code (s) and number required, e.g.</i> <ul style="list-style-type: none"><li>QM3.1 – 1 skilled auditor team B</li></ul>	Required Skilled Auditor NACE 26.13- for Team A, B

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