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00	2020 年 08 月 17 日 August 17, 2020	因系統改為電子管理，重新編號，故首次發行 This is the first issue due to the change to the electronic management system and the renumbering of the documents.
01	2021 年 04 月 6 日 April 6, 2021	程序翻譯 Procedure translation
02	2022 年 07 月 15 日 July 15, 2021	加入 5.3.6.2 若有特殊狀況可評估變更審核方式 Add 5.3.6.2 If there are special circumstances, the audit method can be changed after evaluation
03	2023 年 5 月 19 日 May 19, 2023	修改 5.3.4.4 加入醫療器材供應商的規範 Modify 5.3.4.4 to add the specifications for medical equipment suppliers
04	2023 年 11 月 10 日 November 10, 2023	修改 5.2.2 及 5.3.6, 加入歐盟 REACH 高度關切物質(SVHC) Modify 5.2.2 and 5.3.6, add “The candidate list of substances of very high concern(SUHC)” regulation.
05	2023 年 12 月 28 日 December 28, 2023	修改 5.3.3.2, 新增對供應商風險評估的定義 Revise 5.3.3.2 to add a definition of supplier risk assessment.
06	2024 年 6 月 6 日 June 6, 2024	新增 5.3.3.5, 新增對藥品及輔助藥品供應商的規定 Addition of section 5.3.3.5, with new provisions for pharmaceutical and auxiliary pharmaceutical product suppliers
07	2025 年 9 月 26 日 September 26, 2025	新增 ESG 構面 Add an ESG dimension

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制訂單位 Formulated by	品保單位 Quality Assurance Unit	生效日期 Effective Date	2025.09.26	文件版本 Version	07	頁次 Page	1

1. 目的 Purpose

為選擇合格之供應商與代工廠，以符合本公司需求，以確保穩定進料及產品品質，故制定本標準作業程序。

The Guidelines are formulated to select qualified suppliers and subcontract manufacturers that meet the needs of the company to ensure the stable quality of raw materials and products.

2. 範圍 Scope of Applicability

凡供應本公司原、物料或是代工廠的管理，均適用本標準作業程序。

The Guidelines apply to the management of suppliers of raw materials and packaging materials and subcontract manufacturers.

3. 權責 Accountability

3.1 採購單位 Procurement Unit

3.1.1 負責篩選新原料供應商並呈報品保單位進行正式評估與審核。

Responsible for selecting new raw material suppliers and submitting the list of new suppliers to the quality assurance unit for formal evaluation and review

3.1.2 負責收集與更新原料供應商及代工廠資訊，維護合格供應商檔案。

Responsible for collecting and updating information about raw material suppliers and subcontract manufacturers and maintaining qualified supplier profiles

3.1.3 負責原料供應商變更的管理。

Responsible for the management of the change of raw material suppliers

3.1.4 負責制訂與匯整年度合格原物料供應商與代工廠名冊。

Responsible for formulating and compiling the annual list of qualified raw material suppliers and subcontract manufacturers

3.1.5 協助原料供應商的品質評估與實地稽核。

Assisting in quality evaluations and on-site audits of raw material suppliers

3.1.6 協助年度產品品質回顧中的原料品質回顧。

Assisting in the raw material quality review in the annual product quality review

3.2 包材採購單位 Packaging Material Procurement Unit

3.2.1 負責篩選新物料供應商並呈報品保單位進行正式評估與審核。

Responsible for selecting new packaging material suppliers and submitting the list of new suppliers to the quality assurance unit for formal evaluation and review

3.2.2 負責收集與更新物料供應商資訊，維護合格供應商檔案。

Responsible for collecting and updating information about packaging material suppliers and maintaining qualified supplier profiles

3.2.3 負責物料供應商變更的申請。

Responsible for the application for the change of packaging material suppliers

3.2.4 協助物料供應商的品質評估與實地稽核。

Assisting in quality evaluations and on-site audits of packaging material suppliers

3.2.5 協助年度產品品質回顧中的物料品質回顧。

Assisting in the packaging material quality review in the annual product quality review

3.3 品保單位 Quality Assurance Unit

3.3.1 負責原、物料供應商與代工廠的品質評估與審核。

Responsible for the quality evaluation and audit of raw / packaging material suppliers and subcontract manufacturers

3.3.2 負責制訂與組織年度關鍵原、物料供應商及代工廠稽核計劃或清單。

Responsible for formulating annual audit plans for critical raw / packaging material suppliers and subcontract manufacturers or compiling lists of the suppliers and subcontract manufacturers

3.3.3 協助採購單位制訂與維護年度合格原、物供應商與代工廠名冊。

Assisting the procurement unit in formulating and maintaining annual lists of qualified raw / packaging material suppliers and subcontract manufacturers

3.3.4 負責組織與實施供應商與代工廠的實地稽核。

Responsible for organizing and implementing on-site audits of suppliers and subcontract manufacturers

3.3.5 負責組織年度產品品質回顧中的原、物料品質回顧與代工廠產品品質回顧。

Responsible for compiling the raw/packaging material quality review and product quality review of subcontract manufacturers in an annual product quality review

3.4 檢驗單位 Inspection Unit

3.4.1 負責原、物料供應商與代工廠所提供樣品的檢驗與結果報告。

Responsible for the inspection of samples provided by raw / packaging material suppliers and subcontract manufacturers and preparing inspection reports.

3.4.2 協助原、物料供應商的評估、審核與實地稽核。

Assisting in the evaluation, review and on-site audits of raw / packaging material suppliers

3.4.3 協助年度產品品質回顧中的原、物料品質回顧與代工廠產品品質回顧。

Assisting in the review of the quality of raw / packaging materials and the product quality of subcontract manufacturers in an annual product quality review

3.5 品質稽核單位 Quality Audit Unit

3.5.1 協助原、物料供應商與代工廠的實地稽核。

Assisting on-site audits of raw / packaging material suppliers and subcontract manufacturers

3.5.2 協助執行年度產品品質回顧中的原、物料品質回顧與代工廠產品品質回顧。

Assisting in implementing the review of the quality of raw / packaging materials and the product quality of subcontract manufacturers in an annual product quality review

3.6 研發單位 R&D Unit

3.6.1 協助評估原料供應商的審核、變更與關鍵原物料的分級。

Assisting in evaluating the reviews and changes of raw material suppliers and the grading of critical raw / packaging materials

3.6.2 協助原、物料供應商的實地稽核。

Assisting in on-site audits of raw / packaging material suppliers

3.6.3 協助年度產品品質回顧中的原、物料品質回顧與代工廠產品品質回顧。

Assisting in the review of the quality of raw / packaging materials and the product quality of subcontract manufacturers in an annual product quality review

3.7 製程導入單位與相關生產單位 Process Introduction Unit and Relevant Production Units

3.7.1 協助原、物料供應商與代工廠的實地稽核。

Assisting in on-site audits of raw / packaging material suppliers and subcontract manufacturers

3.7.2 協助年度產品品質回顧中的原、物料品質回顧與代工廠產品品質回顧。

Assisting in the review of the quality of raw / packaging materials and the product quality of subcontract manufacturers in an annual product quality review

3.8 公司集團之關係企業品保單位或稽核相關部門

Quality Assurance Unit or Audit-Related Department of the Group's Affiliated Companies

3.8.1 協助執行當地原、物料供應商與代工廠的實地稽核。

Implementing on-site audits of local raw / packaging material suppliers and subcontract manufacturers

3.8.2 協助年度產品品質回顧中的原、物料品質回顧與代工廠產品品質回顧。

Assisting in the review of the quality of raw / packaging materials and the product quality of subcontract manufacturers in an annual product quality review

3.9 實現部

3.9.1 負責新劑型新代工廠開發。

Responsible for exploring new subcontract manufacturers of new dosage forms

3.9.2 負責篩選新劑型新代工廠基本資料收集，並提報品保單位進行安排正式評估與審核。

Responsible for collecting basic information about new subcontract manufacturers of new dosage forms and submitting it to the quality assurance unit for formal evaluation and review

3.9.3 負責代工廠委託製造合約送簽。

Responsible for sending OEM agreements to subcontract manufacturers.

3.10 產銷管理單位 Production and Sales Management Unit

3.10.1 負責原有劑型新代工廠的開發。

Responsible for exploring new subcontract manufacturers of existing dosage forms

3.10.2 負責篩選原有劑型新代工廠基本資料收集，並提報品保單位進行安排正式評估與審核。

Responsible for collecting basic information about new subcontract manufacturers of existing dosage forms, and submitting it to the quality assurance unit for formal evaluation and review

3.10.3 負責委託製造合約的送簽。

Responsible for sending OEM agreements to subcontract manufacturers

3.10.4 協助代工廠依該年度交貨準確性及協調性進行年度評估。

Assisting subcontract manufacturers in conducting annual evaluations based on the accuracy

and coordination of annual deliveries.

3.10.5 負責代工廠變更的管理。

Responsible for the change management of subcontract manufacturers

3.10.6 協助代工廠的品質評估與實地稽核。

Assisting in the quality evaluation and on-site audits of subcontract manufacturers

3.10.7 協助新代工廠年度產品品質回顧。

Assist in the annual product quality review of new subcontract manufacturers

3.11 法務單位 Legal Unit

3.11.1 負責相關合約內容審查與用印。

Responsible for the review and printing of relevant contracts

3.11.2 負責相關合約歸檔管理。

Responsible for the archival and management of relevant contracts

4. 定義 Definitions

4.1 BSE (Bovine Spongiform Encephalopathy)：專指牛海綿狀腦病變，俗稱狂牛症、瘋牛病。

BSE: Bovine spongiform encephalopathy, commonly known as mad cow disease

4.2 TSE (Transmissible Spongiform Encephalopathy)：指人畜患染的傳染性海綿狀腦病，又稱克雅氏病、庫賈氏病 (Creutzfeldt-Jakob Disease)，簡稱 CJD，TSE 通常有較長的潛伏期。

TSE: Transmissible Spongiform Encephalopathy, also known as Creutzfeldt-Jakob Disease (CJD), an infectious spongiform encephalopathy in humans and animals, usually with long incubation periods

4.3 GMO (Genetically Modified Organisms)：指轉基因、基因改造農產品，應用現代生物技術，

導入特定的外源基因，從而獲得具有特定性狀的改良品種及其製成品。

Refers to genetically modified agricultural products produced by transferring specific genes from one organism into another to obtain improved varieties with specific characteristics and finished products containing the varieties.

4.4 原料供應商：指產品原料之供應商如果汁、檸檬酸、大豆蛋白粉等原料交貨之供應商。

Raw material supplier: refers to a supplier of raw materials, such as juice, citric acid, soy protein powder and other raw materials.

4.5 物料供應商：指產品所使用之包材如紙箱、彩盒、鋁卷等物料交貨之供應商。

Packaging material supplier: refers to a supplier of packaging materials used in the product such as cartons, printed boxes, aluminum coils and other materials.

4.6 代工廠：指產品委外加工、包裝或生產之委託生產廠商。

Subcontract manufacturer: refers to a contract manufacturer who subcontracts processing, packaging or production of products

4.7 經銷商(貿易商)：指協助 TCI 向其製造廠購買原物料並交貨給 TCI 之中間廠商。

Trader: Refers to an intermediate manufacturer that assists TCI in purchasing raw materials from its manufacturing plant and delivering to TCI.

4.8 合格供應商：指依此程序通過評鑑考核並列入「合格供應商名冊」之供應商。

Qualified supplier: Refers to a supplier that has passed the evaluation according to the Guidelines and is included in the "Qualified Supplier List".

4.9 GFSI：Global Food Safety Initiative 全球食品安全倡議。

5. 作業內容 Operation

5.1 原、物料供應商及代工廠分類

Classification of Raw / Packaging Supplier and Subcontract Manufacturers

5.1.1 品保單位依據用途、產品品質風險等影響程度將供應商供貨產品廠商進行I、II、III分類供應商。

The quality assurance unit shall classify suppliers and subcontract manufacturers into Category I, Category II, and Category III according to the degree of influence on product use, product quality risk, and so on.

5.1.1.1 I類：對產品品質有關鍵影響的原料供應商，如膠原蛋白粉、酵素粉、果汁、香料、添加劑等；為直接添加於產品之原料供應商或執行混料、充填、打錠、分裝、數粒、發酵製程之代工廠。

Category I: Raw material suppliers that have a key impact on product quality, such as the suppliers of collagen powder, fermented powder, fruit juice, spices, additives, etc., suppliers of raw material that are directly added to products, and subcontract manufacturers implementing mixing, filling, and tableting, sub-packaging, counting, and fermentation processes.

5.1.1.2 II類：接觸產品之包材如鋁卷、鋁袋、玻璃瓶器、鋁蓋、塑膠瓶器等供貨供應商；或彩盒包裝、收縮膜收縮、裝箱等包裝代工廠。

Category II: Suppliers of packaging materials that have direct contact with products, such as aluminum coils, aluminum bags, glass bottles, aluminum caps, plastic bottles and packaging OEMs for printed box packaging, shrink sleeve wrapping, and carton packaging.

5.1.1.3 III類：對產品品質影響程度一般或較低的原物料，如不與產品直接接觸的包裝材料(彩盒、紙箱)等供貨商或其他未直接相關產品品質之代工廠。

Category III: Suppliers of raw / packaging materials that have a moderate or low influence on product quality, such as packaging materials (printed boxes, cartons) that do not have direct contact with products and subcontract manufacturers that are not directly related to product quality.

5.1.1.4 IV類：不屬於原料、包材的供應商或代工廠，但會委託製造產品者。

Category IV: Those who are not suppliers or subcontract manufacturers of raw / packaging materials, but are entrusted to manufacture products.

5.2 供應商及代工廠選擇

Selection of Suppliers and Subcontract Manufacturers

5.2.1 供應商、代工廠應持有合法之公司登記、工廠登記、商業登記、變更事項登記表等(如屬主管機關認可免登記證者，須提供相關證明文件佐證)，登記證中所載產業類別須含有委外加工的產品品類；海外供應商及代工廠設立應符合本國或該國之相關法令。

A supplier and subcontract manufacturer shall hold a legal certificate of company registration, factory registration, business registration, change registration forms, etc. (If the registration is exempted by the competent authority, relevant supporting documents must be provided). The industry category specified in the registration certificate must include the product category for outsourced processing; the establishment of overseas suppliers and subcontract manufacturers shall comply with the relevant domestic or local laws and regulations.

5.2.2 優先選擇具備並維持有 PIC/S GMP、ISO22716、ISO9001、ISO22000、HALAL、BRC、TGA、TQF、FSSC22000、NSF、有機、ISO13485、歐盟 REACH 高度關切物質(SVHC)等國際認可之標準及規範的供應商或產品。

Suppliers and manufacturers that possess and maintain internationally-recognized certificates, such as PIC/S GMP, ISO22716, ISO9001, ISO22000, HALAL, BRC, TGA, TQF, FSSC22000, NSF, organic certificates, ISO13485 and “The candidate List of substance of very high concern (SVHC)”, shall be preferentially selected.

5.2.3 供應商及代工廠需具備健全管理體制，良好品質管理、自主品檢能力、生產管理及衛產銷理、追溯管理且財務正常。

Suppliers and subcontract manufacturers must have a sound management system, good quality management, independent quality inspection capabilities, production management and sanitation management, traceability management, and normal financial performance.

5.3 供應商及代工廠評鑑

Evaluation of Suppliers and Subcontract Manufacturers

5.3.1 供應商及代工廠評鑑準則

Evaluation criteria for suppliers and subcontract manufacturers

5.3.1.1 應具備合法的生產經營資格並依法營運。

A supplier or subcontract manufacturer shall have legal qualifications for production and operation and shall operate in compliance with laws and regulations.

5.3.1.2 所提供的原物料需能滿足相關產品的品質穩定性要求,並符合本公司的品質規範與生產條件要求。

The raw materials provided must meet the quality stability requirements of related product and meet the company's quality specifications and production conditions.

5.3.1.3 建立有相應的品質管理系統並有效運行。

A quality management system has established and operates effectively.

5.3.1.4 具備持續穩定的生產、檢驗、供貨能力等。

A supplier or subcontract manufacturer shall possess capabilities of stable and continuous production, inspection and supply.

5.3.2 供應商與代工廠的評鑑分成初次評鑑與再評鑑

Initial evaluation and re-evaluation of suppliers and subcontract manufacturers

5.3.2.1 初次評鑑：新供應商與代工廠被核准為合格供應商前的資格審查、品質標準確認、所提供樣品的檢驗、品質管理系統審查、生產驗證、綜合評價、註冊申報等。

Initial evaluation: The scope of an initial evaluation, which is performed before a new supplier or subcontract manufacturer is approved as a qualified supplier, includes a qualification review, quality standard confirmation, an inspection of provided samples, a review of the quality management system, production verification, a comprehensive evaluation, registration declaration, etc..

5.3.2.2 再評鑑：核准為合格供應商後的年度評鑑、品質系統評鑑等。

Re-evaluation: Re-evaluations refer to annual evaluations and quality system evaluations that are performed after a supplier or subcontract manufacturer is approved as a qualified supplier.

5.3.3 新供應商與代工廠的初次評鑑

Initial evaluation of new suppliers and subcontract manufacturers

5.3.3.1 新供應商與代工廠開發

Exploring new suppliers and subcontract manufacturers

為因應公司需求，應持續不斷儲備新合格供應商(製造廠、經銷/貿易商等各類型之供應商均包含在內)，新供應商代工廠開發來源說明如下：

In order to meet the company's needs, the company shall continue to explore new qualified suppliers (including manufacturers, distributors/traders and other types of suppliers). New suppliers and subcontract manufacturers that can be found include:

(1) 曾經往來過而未登記之供應商或代工廠。

Suppliers and subcontract manufacturers that the company has contacted but not recorded in the list of suppliers before

(2) 經同仁介紹。

Suppliers and subcontract manufacturers that are introduced by employees

(3) 探訪同業推薦者。

Suppliers and subcontract manufacturers that are recommended by peers in the same industry

(4) 供應商、代工廠自行推薦者。

Suppliers and subcontract manufacturers that recommend themselves

(5) 經展覽會場、網站資料查詢者。

Suppliers and subcontract manufacturers that are found through trade shows

and websites

(6) 客戶指定。

Suppliers and subcontract manufacturers that are designated by the company's clients

(7) 登錄於 TFDA 等主管機關官方網站的供應商，或其客戶通過 TFDA、FDA 等官方認證。

Suppliers that are registered on the official websites of TFDA and other competent authorities, or whose clients have been certified by official bodies such as TFDA and FDA

5.3.3.2 基本資料提供與初步篩選

Basic information provision and preliminary selection

(1) 獲得新供應商訊息後，經初步判斷符合公司需求者，由採購(產銷)人員接洽並填寫「TCI-W-QA-003-01 廠商基本資料表」，並依據所知之新供應商相關資料進行訪談及篩選。

After new supplier information is obtained, those who are initially judged to meet the company's needs will be contacted by the procurement (or production and sales) staff and fill out Supplier Profiles (TCI-W-QA-003-01), and supplier interviews and selection will be carried out based on the information obtained.

(2) 篩選結果不符本公司要求則取消其供貨資格並重新尋找。

If a selection supplier fails to meet the requirements of the company, the

supplier qualification will be cancelled and new suppliers shall be searched again.

(3) 採購(產銷)收集供應商「TCI-W-QA-003-02 供應商書面審查評量表」及相關附件後，並提出採購(產銷)意見後，轉交給品保單位主管進行書面審查判定書面審查是否合格，並根據供應商規模、品質良率風險、交易次數、交易品項風險決定是否進行實地稽核，若品保單位依供應商規模、品質良率風險、交易次數、交易品項風險判定其中有兩項為高風險時，則需進行實地稽核。

The procurement (or production and sales) staff shall collect Supplier Evaluation Forms (TCI-W-QA-003-02) and related attachments from suppliers and leave comments on the Forms, which shall be submitted to the supervisor of the quality assurance unit for document review. And whether to conduct an on-site audit or not shall be decided based on the supplier's scale and the risks of quality yield risk, purchase amounts (quantities), and transaction items.

(4) 供應商規模、品質良率風險、採購金額(數量)風險、交易品項風險及整體風險判定分成高/中/低三個等級，以供應商規模風險區分，資本額≧3000萬且有具備國際認可標準(如 FSSC、SQF 等)為低風險，若資本額≧3000萬但不具備國際認可標準者為中風險，低本額<3000 萬者為高風險；品質良率風險判定，新的供應商判定則依據樣品分析的結果判定，若第一次檢驗合格則判定為低風險，若第一次不合格再次送樣後才合格，則判斷為中風險，二次以上不合格者為高風險；交易次數風險判定原則為交易次數達

12 批/年以上者為高風險，3~11 批/年為中風險，少於 3 批/年為低風險；交易品項風險判定原則，依據食品安全原則，若是較易有微生物、重金屬污染或農藥殘留者為高風險，其餘的一般性原料為中風險，化學性原料為低風險。

5.3.3.3 正式的新供應商初次評鑑

Formal initial evaluation of new suppliers

(1) I類、II類供應商的初次評鑑應依序進行資格審查、品質標準確認、樣品分析、品質管理系統審查、生產驗證、綜合評價及品保最終核決。即對供應商的資格、品質標準、樣品進行審核，若供應商具備 GFSI 認可之認證，或是交易品項經評估為低風險者，則可以書面審查為評鑑依據。

The initial evaluation of Category I and Category II suppliers shall be carried out in the order of a qualification review, quality standard confirmation, sample analysis, review of the quality management system, production verification, comprehensive evaluation and final quality assurance approval. That is to say, the qualification, quality standards, and samples of the suppliers shall be reviewed. If a supplier has a GFSI-approved certification, or the traded items are assessed as low-risk, a document review can be used as the basis for evaluation.

(2) III類供應商可採用原則可採書面審查方式執行，若有必要，則安排實地稽核。

In principle, the initial appraisal of category III suppliers can be carried out in

the form of a document review. If necessary, an on-site audit shall be arranged.

(3) 資格審查：

Qualification review:

審查新供應商的相關資格，應具備符合國家規範的相應資質。

New suppliers shall have qualifications that comply with national regulations.

(A) 一般性基本資格：營業登記、工廠登記等符合法規要求之各項登記證，若代工廠為生產輔助藥品之廠商則需具備 PIC/S GMP 或 TGA 同等級認證。

General basic qualifications: A new supplier is required to have a business registration certificate, factory registration certificate and other registration certificates that meet the requirements of laws and regulations. If a subcontract manufacturer is a manufacturer of supplementary drugs, it is required to have the certification of PIC/S GMP or TGA-equivalent units.

(B) 負責人(高階層)需具備品質意識、營業目標需穩定成長、願意配合 TCI 提供相關審查資料。

The person in charge (executive management) is required to have quality awareness, business goals shall grow steadily, and the supplier shall be willing to cooperate with TCI to provide relevant review materials.

(C) 除了一般性基本資格以外，供應商若具有的以下文件資料尤佳

In addition to the general basic qualifications, it is preferable that a supplier has the following documents:

- 相關國際認證證書 (如：ISO22716、ISO9001、ISO22000、HALAL、BRC、TGA、NSF、FSSC22000、TQF、PIC/S GMP、NSF 認證、有機認證、ISO13485、產品責任險等等)。

  Relevant international certifications (such as: ISO22716, ISO9001, ISO22000, HALAL, BRC, TGA, NSF, FSSC22000, TQF, PIC/S GMP, NSF certificates, organic certificates, ISO13485, product liability insurance, etc.)

- 食品添加物製造廠需提供自行申請的有效食品添加物許可證；經銷商則需提供原製造廠的有效食品添加物許可證。

  Food additive manufacturers: Their own valid food additives licenses (required)

  Distributors: Valid food additive licenses from original manufacturers (required)

- 廠區或倉庫的平面圖。

  The floor plan of the factory or warehouse

- 國家規定的其他相關資格文件。

  Other relevant qualification documents required by the country

- 交易品項的生產製程流程圖、全成份表等。

  The manufacturing process flowcharts and full ingredient lists of the trade items, etc.

- 動物來源的原輔料需提供無 BSE、TSE 等風險的證明文件或聲明書。

Raw and auxiliary materials of animal origin: BSE-free and TSE-free certificates or declarations, etc.

- 農產品來源的原輔料需提供非基改的聲明書，或是 GMP 安全認證證書。

  Raw and auxiliary materials of agricultural products: Non-GMO declarations or GMP safety certificates

- 若原輔料有遭受三聚氰胺污染的風險，需提供未受三聚氰胺污染的證明文件或聲明書。

  Melamine-free certificates or declarations (required if the raw and auxiliary materials are at risk of being contaminated by melamine)

(4) 品質標準確認：

Confirmation of quality standards:

資格審查通過後，品保單位提供品質標準給新供應商做為依循，並要求供應商提供以下資料：

After a supplier passes the qualification review, the quality assurance unit shall provide the supplier with quality standards as a reference and require the supplier to:

(A) 實施每批交貨的例行自主品管檢驗並提供出貨報告。

Implement regular independent quality control inspections for each batch of delivery and provide shipment reports;

(B) 確認雙方品質要求一致。

Confirm that the quality requirements of both parties are consistent;

(C) 內包材供應商需提供檢驗日期在一年以內的溶出試驗報告(需符合臺灣的《食品器具容器包裝衛生標準》之相關規範)。

Provide a dissolution test report with an inspection date within one year if the supplier is a supplier of inner packaging materials (the test result shall be in compliance with the relevant regulations of Taiwan's Sanitation Standard for Food Utensils, Containers and Packages).

(5) 樣品分析：

Sample analysis:

採購人員要求新供應商提供樣品(此樣品僅可使用於打樣與檢驗分析用途)，由檢驗單位進行樣品檢驗並提供檢驗結果，樣品檢驗結果應符合本公司的品質規範。若檢驗結果判定不合格，則進行調查與評估，並與供應商進行必要的溝通，排除方法和檢驗操作經驗等因素，進行複檢，如果仍然不合格，供應商提出改善方案，完成改善方案後由採購人員通知新供應商，進行第二次送樣檢驗，若複驗仍判定不合格，則取消新供應商的供貨資格。

The procurement staff shall require a new supplier to provide samples (which can only be used for sample production, inspection, and analysis), and the inspection unit shall conduct a sample inspection and provide the inspection result. The sample inspection result shall meet the company's quality specifications. If the samples do not pass the inspection, an investigation and

evaluation shall be conducted, discussions with the supplier shall be held, and a re-inspection shall be conducted with factors such as methods and inspection operation experience eliminated. If the samples still do not pass the re-inspection, the supplier shall propose an improvement plan. After the improvement plan is implemented, the procurement staff shall notify the new supplier and send the samples for 2nd re-inspection. If the samples still fail the 2nd re-inspection, the new supplier's supply qualification will be cancelled.

(6) 品質管理系統審查：

Review of quality management reviews

(A) 書面審查：

Document reviews

由供應商填寫「TCI-W-QA-003-02 供應商書面審查評量表」，若有以下情況，品質管理系統審查得以書面審查為主要評鑑依據：

Supplier Evaluation Forms shall be filled out by suppliers. If the following conditions exist, the review of quality management systems can be mainly conducted in the form of document review.

a. 具備 GFSI 認可之有效認證(如：BRC、CanadaGAP、FSSC 22000、Global Aquaculture Alliance Seafood、Global Red Meat Standard、GLOBALG.A.P.、IFS International Featured Standards、Japan Food Safety Management Association、Japan GAP Foundation、PrimusGFS Standard、SQF 等)，認證範圍應包括交易品項。

Possessing valid certifications recognized by GFSI (such as BRC, Canada GAP, FSSC 22000, Global Aquaculture Alliance Seafood, Global Red Meat Standard, GLOBAL G.A.P., IFS International Featured Standards, Japan Food Safety Management Association, Japan GAP Foundation, PrimusGFS Standard, SQF); the scope of certification should include trade items.

b. 交易品項經評估為低風險者。

Trade items assessed as low-risk

c. 無法於期限內順利安排實地稽核時。

When an on-site audit cannot be successfully scheduled within the time limit

(B) 實地稽核：

On-site audits

由稽核小組依據供應商類型填寫相對應的「TCI-W-QA-003-03 原料製造商及代工廠評核表」、「TCI-W-QA-003-04 化妝品原料及內包材製造商評核表」、「TCI-W-QA-003-05 食品原料貿易商評核表」或「TCI-W-QA-003-06 化妝品原料貿易商及外包材供應商評核表」、「TCI-W-QA-003-16 寵物原料製造商及代工廠評核表」或「TCI-W-QA-003-17 合成清潔劑供應商評核表」，供應商品質管理系統運行正常，無嚴重缺失及重大品質風險。臺灣境內供應商的實地稽核以品保單位、採購單位或包材採購單位、產銷管理單位人員為主；非

臺灣境內之供應商則需呈報品保單位主管，評估是否委由品質稽核單位、關係企業之品保單位人員或第三方認證單位代為執行實地稽核。

The audit team shall fill out an Evaluation Form for Raw Material Manufacturers / Subcontract Manufacturers (TCI-W-QA-003-03), Evaluation Form for Cosmetic Product/ Inner Packaging Material Manufacturers (TCI-W- QA-003-04), Evaluation Form for Food Ingredient Traders (TCI-W-QA-003-05), Evaluation Form for Cosmetic Raw Material Traders / Outer Packaging Material Suppliers (TCI-W-QA-003- 06), Evaluation Form for Manufacturers of Raw Materials for Pet Supplies / Subcontract Manufacturers (TCI-W-QA-003-16), or Evaluation Form for Synthetic Detergent Suppliers (TCI-W-QA-003-17) according to the supplier type. The supplier's quality management system shall operate normally without serious defects and major quality risks. On-site audits of suppliers in Taiwan are mainly carried out by the staff of the quality assurance unit, purchasing unit or packaging material purchasing unit, production and sales management unit; the audit of non-Taiwan suppliers needs to be reported to the quality assurance unit supervisor to assess whether to entrust the quality audit unit, the staff of the quality assurance unit of the affiliated company or the third-party certification unit to perform the on-site audit.

(7) 生產驗證：

Production verification:

原物料的製造廠或代工廠必須進行生產相關的驗證及穩定性評估等，生產驗證應證明生產批量、生產工藝、產品品質標準、穩定性評估方案，且應符合工藝、品質要求、驗證批品質穩定可靠等。

The manufacturer or subcontract manufacturer of raw / packaging materials must conduct production-related verification and stability evaluation. The production verification shall prove the production batch size, production process, product quality standards, and stability evaluation plan; the raw / packaging materials shall meet the process and quality requirements, and the batch quality shall be stable and reliable.

(8) 綜合評價：

Comprehensive evaluation

由採購(產銷)開立「TCI-W-QA-003-07 供應商綜合評價表」，根據評估結果由品保單位主管核決是否列入合格供應商。

A "Comprehensive Evaluation of Supplier Performance (TCI-W-QA-003-07)" shall be issued by the procurement (production and sales) unit, and the supervisor of the quality assurance unit shall determine whether to list a supplier as a qualified supplier based on the evaluation result.

5.3.3.4 合格供應商登錄

Listing of qualified suppliers

(1) 初次評鑑通過之新供應商，由採購單位將其登錄於「TCI-W-QA-003-08 合

格供應商名冊」，以作為採購管理用途。

New suppliers that pass the initial evaluation will be registered in the Qualified Supplier List (TCI-W-QA-003-08) by the procurement unit for purchase management purposes.

(2) 特殊情況：

Special circumstances:

(A) 經初次評鑑後判定不合格，但因為賣方獨佔市場時，照會品保單位後，呈品保單位、採購單位主管、包材採購單位或產銷管理單位主管裁決是否允許登錄。

When a supplier who is determined to be unqualified after the initial evaluation monopolizes the market, the case shall be notified to the quality assurance unit and submitted to the supervisors of the quality assurance unit, procurement unit, packaging material procurement unit, and production and sales management unit to decide whether to permit the registration of the supplier.

(B) 緊急需求又一時無法找到合格供應商時，得由採購人員準備供應商評鑑資料或相關紀錄，照會品保單位後，呈品保單位主管、採購單位主管或包材採購單位主管裁決是否允許登錄。

If there is an urgent need and a qualified supplier cannot be found, the procurement staff shall prepare the supplier evaluation materials or related records and, after notifying the quality assurance unit, submit them to the

supervisors of the quality assurance unit, purchasing unit supervisor or packaging material purchase unit to decide whether to permit the registration of an unqualified supplier.

(C) 緊急需求又一時無法找到合格之代工廠，得由產銷人員準備代工廠評鑑資料或相關紀錄，照會品保單位以現場全程監製的方式執行生產，生產之產品需嚴格管制所有檢驗結果於規格內。

If there is an urgent need for production and a qualified supplier cannot be found, the production and sales staff may prepare the evaluation data or related records of an unqualified manufacturer, who shall perform the production under the company's on-site supervision through the whole process. The quality of the produced products must be strictly controlled to ensure that the products are produced within the specifications.

(D) 判定不合格之供應商或代工廠，即使因上述的特殊情況而被允許登錄，但提供的原物料若不合乎規範，仍需評估其不合格原因是否會對最終產品造成影響後再決議是否允用，而採購(產銷)人員也需持續尋找其他可提供合乎規範之原物料的合格供應商，直到到完成換料程序為止，以確保產品品質。

When an unqualified supplier or subcontract manufacturer is allowed to be registered in the list of the company's suppliers but provides materials that do not meet the specifications, it is necessary to evaluate whether the reason that the supplier is judged unqualified will affect the final product

quality before approving the acceptance of the materials. The procurement (production and sales) staff also need to continue to look for other qualified suppliers who can provide conforming raw materials until the completion of the material-replacing process to ensure product quality.

5.3.3.5 藥品及輔助藥品供應商資格審查

凡是屬藥品及輔助藥品原料之供應商，應通過書面審核、實地稽核或委託外部機構進行稽核等包含但不限於以上稽查方式，合格者才可列為合格供應商。

5.3.4 供應商與代工廠的再評鑑

Re-evaluation of suppliers and subcontract manufacturers

5.3.4.1 年度評鑑 Annual Evaluation

原、物料供應商及代工廠每年隨產品進行年度品質回顧，品保單位針對供應商一年來提供的原物料及代工的品質良率進行評分，交期準確性、文件提供及時性、協調性等三項則由採購(產銷)人員負責評分，並將結果匯整於「TCI-W-QA-003-09 供應商年度考核表」。

ESG 文件回覆與提交（25%）之評分，則由永續辦公室/ESG 專責人員依 5.3.4.2 所定「必回文件、加分項、完成定義及計分方法」進行評核，並將評分結果納入同一份「TCI-W-QA-003-09 供應商年度考核表」，與品保及採購評分項目一併統整。

文件名稱 Title	供應商評鑑管理準則 Guidelines for Supplier Evaluation and Management			文件編號 Document No.	TCI-W-QA-003		
制訂單位 Formulated by	品保單位 Quality Assurance Unit	生效日期 Effective Date	2025.09.26	文件版本 Version	07	頁次 Page	28

The suppliers of raw / packaging materials and subcontract manufacturers shall conduct annual quality reviews every year. The quality assurance unit shall score the suppliers based on the yield of the materials and products they provided. The three items, including delivery accuracy, document provision timeliness, and coordination, shall be scored by the procurement (production and sales) staff, and the results are compiled in the Annual Supplier Evaluation Forms (TCI-W-QA-003-09).

The evaluation of ESG Document Responses and Submissions (25%) shall be conducted by the Sustainability Office/ESG personnel in accordance with the "Mandatory Documents, Bonus Items, Completion Definition, and Scoring Method" specified in §5.3.4.2. The results shall be incorporated into the same "TCI-W-QA-003-09 Supplier Annual Evaluation Form" together with the scores provided by Quality Assurance and Procurement.

5.3.4.2 評鑑項目、計算公式與基準 Evaluation items, calculation formulas, and standards

評鑑項目 Evaluation Item	比例 Percentage	計算公式 Calculation Formula
品質良率 Yield	~~50%~~ 40%	以交貨批數評估＝ Calculated based on the number of delivered batches　(1－ Σ期不良批數 / Σ期交貨批數 Number of defective batches / Number of delivered batches)×50
交期準確性 Delivery accuracy	25%	以交貨批數評估＝ Calculated based on the number of delivered batches　(1－ Σ期延遲批數 / Σ期交貨批數)×25 Number of delivered batches
ESG 文件回覆與提交 ESG Compliance of Responses & Submissions	~~10%~~ 25%	~~以交貨批數評估＝ Calculated based on the number of delivered batches　(1－ Σ未提供批數 / Σ期交貨批數)×10 ~~Number of batches not provided~~ / ~~Number of delivered batches~~ 下列必填文件是否完整回覆與提交： - **供應商行為準則簽署表（Supplier Code of Conduct Commitment Form） - *氣候行動倡議書（Climate Action Initiative Letter） - *ESG 自評表（ESG Self-Assessment Questionnaire） -（加分項目） 重大議題暨滿意度調查問卷（Material Topics and Satisfaction Survey）
協調性 Coordination	~~15%~~ 10%	積極度 Positivity　2.5 分(0~2.5 分) 配合度 Cooperation　2.5 分(0~2.5 分) 溝通度 Communication　2.5 分(0~2.5 分) 文件提供及時性 Document provision timeliness 2.5 分(0~2.5 分)

供應商的年度評鑑成績為品質良率、交期準確性、ESG 文件回覆與提交、協調性等五項得分之合計。

The supplier's annual evaluation score is the sum of the five items: Yield, Delivery Accuracy, ESG Document Responses and Submissions, and Coordination.

ESG 文件回覆與提交（25%）之構成、定義與計分：

必回文件（3 項）

a. 供應商行為準則簽署表（最新版，具正式簽署／蓋章）

b. 氣候行動倡議書（填列年份與現況，具正式簽署／蓋章）

c. ESG 自評表（當年度版，所有必填題完成並簽署）

加分項

重大議題暨滿意度調查問卷（完成可加分；本項總分上限仍為 25 分）

「完成」定義

— 檔案為 PDF 或掃描件，內容完整可讀、簽章齊備；

— 使用公告之當年度指定版；

— 於公告截止日（原則每年 1/10）前送達指定收件管道；

— 截止日後補件者，以最終補件完成日為基準計時效分，不追溯既往。

計分方法

本項 25 分由「完整度」與「時效性」組成：

A. 完整度（20 分）

（已提交且符合「完成」定義之必回文件件數÷3）x20

B. 時效性（5 分）（依「最終補件完成日」相對截止日的區間給分）

- 截止日前完成：5 分
- 逾期 1－10 個工作日：4 分
- 逾期 11－30 個工作日：3 分
- 逾期 31－60 個工作日：2 分

- 逾期 >60 個工作日：1 分
- 逾期未完成：0 分

C. 加分項

完成「重大議題暨滿意度調查問卷」:+1 分；但本項（A+B+加分）最高為 25 分。

首次合作／年中新增之特例

— 首次建檔日起 10 個工作日內提交完畢之供應商，時效性視同「截止日前完成」（5 分）。

— 已建檔但逾 10 個工作日仍未全數提交者，依逾期 1–10 個工作日：4 分計分。

版本更新與年更

— 每評鑑年度須重提當年度版（含重新簽署）。

— 公告期間若版次更新，供應商應於公告後 30 日內完成換版補提；逾期未提者，時效性扣 1 分（最低至 0 分），且換版前文件不視為符合「完成」定義。

資料查驗與失實處理

— 供應商應保存原檔與內部核准紀錄，以供本公司或第三方抽查。

— 經查證與實際不符者，本年度 ESG 分數歸零，並依 §5.3.4.4 辦理再評鑑與後續處置。

ESG Document Responses & Submissions (25%): Composition, Definitions, and Scoring

Mandatory Documents (3 items)

a. Supplier Code of Conduct Commitment Form (latest version, duly signed/sealed)

b. Climate Action Initiative Letter (year and current status completed; duly signed/sealed)

c. ESG Self-Assessment Questionnaire (current assessment-year version; all required fields completed and signed)

Bonus Item

Material Topics & Satisfaction Survey Questionnaire (completion grants bonus points; the subtotal for this subsection remains capped at 25 points)

Definition of "Completed"

— File is a PDF or scanned copy, fully legible with required signatures/seals;

— Uses the designated version for the current assessment year (as announced);

— Submitted via the designated channel on or before the announced deadline (in principle, January 10 each year);

— For late submissions, timeliness is calculated based on the **final completion date** and **will not be backdated**.

Scoring Method

This subsection totals **25 points**, comprising "Completeness" and "Timeliness":

A. Completeness (20 pts)

(No. of Mandatory Documents submitted and meeting the "Completed" definition3)×20\Bi g(\frac{\text{No. of Mandatory Documents submitted and meeting the "Completed" definition}}{3}\Big)\times

20(3No. of Mandatory Documents submitted and meeting the "Completed" definition)×20

B. Timeliness (5 pts) (scored by the interval between the final completion date and the

deadline)

– Completed before the deadline: 5 pts

– 1–10 business days late: 4 pts

– 11–30 business days late: 3 pts

– 31–60 business days late: 2 pts

– More than 60 business days late: 1 pt

– Not completed: 0 pts

C. Bonus

Completion of the Material Topics & Satisfaction Survey Questionnaire: **+1 pt**; however, the subtotal for this subsection (**A + B + bonus**) is capped at **25 pts**.

Special Cases: First-Time Cooperation / Mid-Year Onboarding

— If all Mandatory Documents are submitted **within 10 business days** from the initial registration date, Timeliness is treated as "completed before the deadline" (5 pts).

— If registration has been created but documents are **not** fully submitted within 10 business days, score Timeliness as **4 pts** (i.e., "1–10 business days late").

Version Updates and Annual Renewal

— All Mandatory Documents must be re-submitted each assessment year using that year's version (including re-signing).

— If a version update is announced during the submission period, the supplier must complete the version replacement within **30 days** of the announcement; failure to do so results in a **1-point deduction from Timeliness** (down to a minimum of 0), and

documents using the pre-update version will **not** be recognized as "Completed."

Data Verification and Misrepresentation Handling

— Suppliers shall retain original files and internal approval records for audit by the Company or an independent third party.

— If any discrepancy from facts is verified, the **ESG score for the current assessment year will be set to zero**, and re-evaluation and subsequent actions shall be handled in accordance with **§5.3.4.4**.

5.3.4.2. ESG 評鑑擴充項目

Extended ESG Evaluation Items

(1) 健康與安全 Health and Safety

- 稽核與訓練證明：供應商應提供年度職業安全衛生稽核報告及員工安全訓練紀錄，以清楚展現健康與安全措施已經確實落實。
- 稽核結果應包含改善計畫與後續追蹤情況，訓練紀錄則應涵蓋所有相關員工並定期更新。
- 供應商亦應接受大江生醫或第三方獨立機構的查核，以提升資訊透明度並確保持續改善，讓大江生醫及所有利害關係人能清楚掌握其健康與安全管理的實際成效。

Audit and Training Evidence:

Suppliers shall provide annual occupational health and safety audit reports and employee safety training records to demonstrate the effective implementation of health and safety measures.

The audit results shall include improvement plans and follow-up actions, and training records shall cover all relevant employees and be regularly updated.

Suppliers shall also accept audits by TCI or independent third-party institutions to enhance transparency and ensure continuous improvement, enabling TCI and all stakeholders to clearly understand the effectiveness of their health and safety management.

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(2) 環境 Environment

- 循環包裝與再生材料：供應商應遵循 SR5C 永續包裝原則，逐年增加再生材料或環保材質的使用比例，並公開揭露相關數據。
- 這不僅能減少包裝廢棄物與碳排放，也能降低整體供應鏈對環境的負擔，進一步提升產品的永續價值與市場競爭力。

SR5C 永續包裝原則說明如下：

Safety（安全）：包裝材料本身應該是安全的，不會對使用者或環境造成危害，例如避免有毒或易燃材質。

Reduce（減量）：應盡量減少不必要的包裝，用最少的材料達到保護產品的效果，避免過度包裝。

Reuse（重複使用）：包裝應設計成可以重複使用，例如可折疊的紙箱、可再填充的容器，延長其使用壽命。

Recycle（回收）：使用可回收的材料，並確保消費者或供應商能方便地回收再利用。

Replace（替代）：用環保或低碳的材料取代高污染或一次性材質，例如用紙材取代塑膠。

Retain（保持）：確保包裝具有一定的耐用性與品質，能有效保護產品並延長保存期限。

Cost（成本）：在追求永續的同時，也應兼顧合理成本，讓供應商與客戶都能接受並長期推行。

Circular Packaging and Recycled Materials:

Suppliers shall follow the SR5C Sustainable Packaging Principles, gradually increase the proportion of recycled or eco-friendly materials used each year, and publicly disclose relevant data.

This approach not only reduces packaging waste and carbon emissions but also lowers the environmental burden of the overall supply chain, further enhancing the sustainability value and market competitiveness of products.

SR5C Sustainable Packaging Principles:

- **Safety**: Packaging materials shall be safe and free from hazards to users and the environment.
- **Reduce**: Minimize packaging use and avoid over-packaging.
- **Reuse**: Design packaging for repeated use to extend its lifecycle.
- **Recycle**: Use recyclable materials and ensure convenient recycling.
- **Replace**: Substitute high-carbon or single-use materials with sustainable, low-carbon alternatives.
- **Retain**: Ensure durability and quality of packaging to protect products and extend shelf life.
- **Cost**: Pursue sustainability while maintaining reasonable costs for long-term adoption.

(3) 道德規範 Ethical Standards

- 反貪腐績效揭露：供應商應確實落實反貪腐政策並定期公開其執行情況，以提升透明度並展現誠信經營的態度。
- 揭露內容應包括：每年參與反貪腐訓練的員工人數、收到的舉報或檢舉案件數量、調查與處理的結果，以及是否採取了後續的糾正或預防措施。
- 這些揭露有助於大江生醫及外部利害關係人了解供應商在防止賄賂、舞弊與不當利益輸送上的努力，也能確保供應商持續改善，營造一個公平、公正、值得信任的商業環境。

Anti-Corruption Performance Disclosure:

Suppliers shall effectively implement anti-corruption policies and regularly disclose their implementation status to enhance transparency and demonstrate integrity in business practices.

The disclosure shall include: the number of employees receiving anti-corruption training each year, the number of reports or complaints received, the results of investigations and actions taken, and whether corrective or preventive measures have been implemented.

These disclosures help TCI and external stakeholders understand the supplier's efforts to prevent bribery, fraud, and improper benefits, while ensuring continuous improvement and fostering a fair, just, and trustworthy business environment.

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(4) 管理體系 Management System

- 年度重大性評估與揭露：供應商應依循 ISSB（國際永續準則理事會）與 TCFD（氣候相關財務揭露工作小組）的架構，每年進行一次重大性評估，用來辨識並揭露與氣候、環境及社會責任相關的主要風險與機會。
- 供應商亦應公開其管理策略與改善計畫，讓大江生醫及利害關係人能清楚掌握其永續管理的真實情況與持續進展。

註解：主要風險與機會範例

氣候風險：極端天氣造成原料短缺或運輸中斷。

環境風險：水資源不足、廢棄物處理不當或法規收緊導致成本上升。

社會責任風險：勞工權益侵害、職安意外或社區衝突損害品牌形象。

氣候機會：導入再生能源、節能技術或低碳產品，提升市場競爭力。

環境機會：發展循環經濟與永續包裝，減少污染並創造新商機。

社會責任機會：強化勞工保障與多元包容，提高員工滿意度。

Annual Materiality Assessment and Disclosure:

Suppliers shall conduct an annual materiality assessment in accordance with the ISSB (International Sustainability Standards Board) and TCFD (Task Force on Climate-related Financial Disclosures) frameworks to identify and disclose major risks and opportunities related to climate, environment, and social responsibility.

Suppliers shall also publicly disclose their management strategies and improvement plans

to enable TCI and stakeholders to clearly understand the actual status and ongoing progress of their sustainability management.

Examples of Major Risks and Opportunities:

- **Climate Risks**: Extreme weather leading to raw material shortages or supply chain disruption.
- **Environmental Risks**: Water scarcity, improper waste management, or stricter regulations increasing costs.
- **Social Responsibility Risks**: Labor rights violations, workplace accidents, or community conflicts harming brand reputation.
- **Climate Opportunities**: Adoption of renewable energy, energy-saving technologies, or low-carbon products enhancing competitiveness.
- **Environmental Opportunities**: Circular economy and sustainable packaging reducing pollution and creating new business opportunities.
- **Social Responsibility Opportunities**: Strengthening labor protection and diversity & inclusion to improve employee satisfaction.

5.3.4.3 供應商與代工廠的重新評估 Re-evaluation of suppliers and subcontract manufacturers

(1) 有以下特殊情況時，應隨時對合格供應商進行重新評估，品保單位可根據實際情形選擇適宜的評估方式：

In the following special circumstances, qualified suppliers should be

re-evaluated at any time, and the quality assurance unit can choose an appropriate evaluation method according to the actual situation:

(A) 連續 3 批檢驗不合格或生產單位於使用過程中經常出現品質問題的供應商。一批發生不合格時，以反應給供應商要求改善為主；改善後再次出現相同的不合格情況，則向供應商發出警告；連續 3 批未見改善成效之供應商，應對其進行重新評估。

Suppliers who have failed inspections of three consecutive batches or whose production units often have quality problems during use. When any non-conformity occurs in a batch, it is mainly handled by requiring the supplier to make improvements; after the supplier implementing corrective measures, if the same non-conformity occurs again, a warning is issued to the supplier; if the supplier fails to make improvements in 3 consecutive batches, the supplier shall be re-evaluated.

(B) 供應商與代工廠在原料供應、製造廠、生產製程、產品規格、品質標準、檢驗方法等可能影響產品品質的關鍵因素發生重大改變時。

Suppliers and subcontract manufacturers undergo major changes in the supply of raw materials, manufacturing plants, production processes, product specifications, quality standards, inspection methods, and other key factors that may affect product quality

(C) 需要向三年以上未有採購紀錄的供應商重新採購時。

When it is necessary to re-purchase from a supplier who has not had a

purchase record for more than three years

(D) 除品質異常、規格重大變更或三年以上未交易等情況需重新評估外，若供應商未提交必填文件：

In addition to circumstances such as quality abnormalities, significant changes in specifications, or no transactions for more than three years that require re-evaluation, suppliers shall also be re-evaluated if they fail to submit the following mandatory documents:

1.供應商行為準則簽署表 Supplier Code of Conduct Commitment Form

2.氣候行動倡議書 Climate Action Initiative Letter

3.ESG 自評表 ESG Self-Assessment Questionnaire

4.重大議題暨滿意度調查問卷 Material Topics and Satisfaction Survey

或在 ESG 自評與分級制度中評為高風險（C/D 級），亦應列入再評鑑範圍。高風險供應商及所有 Tier 1 供應商，須定期提交第三方驗證報告（如 ISO 認證、AA1000 或 ISAE 3000），以確保資訊真實可信。

Suppliers that are rated as high risk (Grade C/D) under the ESG self-assessment and grading system shall also be included in the re-evaluation scope. High-risk suppliers and all Tier 1 suppliers are required to regularly submit third-party verification reports (such as ISO certifications, AA1000, or ISAE 3000) to ensure the authenticity and reliability of the information provided.

5.3.4.4 再評鑑結果處理 Re-evaluation Result Processing

(1) 供應商再評鑑結果評等與獎懲

Supplier rating and rewards and punishments

等級 Level	得分 Score/Rating	獎懲方式 Rewards and Punishment
A	91 分以上 優良供應商 ≥91 Outstanding	1. 可增加訂購量。 Order quantities can be increased. 2. 優先提供或承製本公司產品之資格。 Outstanding suppliers will be prioritized to supply the product production of the company 3. 代表具備優秀永續表現，亦可獲得大江生醫之永續合作加分（例如專案合作優先權）。 Represents outstanding sustainability performance and may also receive additional sustainability cooperation benefits from TCI (e.g., priority in project collaboration).
B	81-90 分 一般供應商 81-90 Average	表現一般，無重大品質問題或 ESG 缺失，可繼續採購或承製產品之資格，無特別獎懲。 Average performance without major quality issuesor or ESG deficiencies: Supplier / subcontract manufacturer qualifications can be maintained without special rewards or punishments
C	71- 80 分 次級供應商 71-80 Inferior	表現欠佳，若無其他合格供應商可供選擇或承製產品之資格，仍能繼續採購，但必須於期限內提出 ESG 改善計畫並接受追蹤與稽核，合作訂單量將視改善情況酌量減少。 Poor performance: If there are no other qualified suppliers to choose from or to produce products, the company can still continue to purchase from inferior suppliers; however, the supplier must submit an ESG improvement plan within the specified period and undergo follow-up review and audit. Order volumes will be reduced depending on the improvement results.
D	70 分以下 不合格供應商 ≤70 Unqualified	限期內無法完成改善，予以淘汰並積極尋找替代廠商。 If the improvement cannot be completed within the time limit, the suppliers will be disqualified and the company will search for substitutes.

(2) 供應商再評鑑結果評等與獎懲

供應商經評鑑後，缺失均需提供相對應的改善對策，再由品保單位進行覆核；供應商再評鑑結果為 D 級者，由採購人員了解實際情況後，協同品保單位協調其進行改善，並約定改善期限覆核改善結果，覆核結果如獲改善，再次送呈品保單位主管、採購單位主管、包材採購單位主管或產銷管理單位主管核准後，准其保存合格供應商資格；若未於限期內完成改善或改善效果不佳者，則取消其供貨資格，予以汰除。

After an evaluation, a supplier is required to provide corrective measures for all the defects found in the evaluation; the corrective measures shall be reviewed by the quality assurance department; if the supplier is rated as level D in the re-evaluation, the procurement staff shall work with the quality assurance unit to ask the supplier to make improvements; an improvement period shall be agreed on to review the improvement results. If the improvement results are confirmed, they shall be submitted to the supervisor of the quality assurance unit, the supervisor of the procurement unit, the supervisor of the packaging material procurement unit, or the supervisor of the production and sales management unit for approval to retain the supplier's qualification; if the improvements are not completed within the deadline or the improvement effects are not good, the supplier qualification shall be canceled and eliminated.

(3) 通過再評鑑的供應商，經品保單位主管、採購單位主管、包材採購單位主管或產銷管理單位主管核准後，做為合格供應商列入「TCI-W-QA-003-08 合格供應商名冊」。醫療器材供應商，屬於 I 類(原料)及 II 類(瓶貼、內包

材)者，年度評鑑分數應為 A 級；屬 III 類(彩盒)者，年度評鑑分數應為 B 級，才可列為合格供應商。

A supplier that passes a re-evaluation will be listed as a qualified supplier in the Qualified Supplier List (TCI-W-QA-003-08) after approval by the supervisor of the quality assurance unit, the supervisor of the procurement unit, the supervisor of the packaging material procurement unit, or the supervisor of the production and sales management unit. For medical devices suppliers, if they belong to Class I (raw materials) and Class II (bottle stickers, inner packaging materials), the annual evaluation acore should be grade A; if they belong to class III (color box), the annual evaluation score should be grade B, can be listed as a qualified supplier.

(4) 未通過再評鑑的供應商，經品保單位主管、採購單位主管、包材採購單位或產銷管理單位主管批准後，取消其合格供應商資格並從「TCI-W-QA-003-08 合格供應商名冊」中剔除，評鑑相關文件則由採購單位一併歸入供應商檔案。

A supplier that fails to pass a re-evaluation shall be disqualified and removed from the Qualified Supplier List (TCI-W-QA- 003-08), and the evaluation-related documents will be included in the supplier’s file by the procurement unit.

(5) 每年年底由採購人員依「TCI-W-QA-003-09 供應商年度考核表」檢視「TCI-W-QA-003-08 合格供應商名冊」中之等級紀錄，若有變更應予以修

正登錄，或從「TCI-W-QA-003-08 合格供應商名冊」中刪除，以確實做好供應商管理。

At the end of each year, the procurement staff shall review the rating records in the Qualified Supplier List (TCI-W-QA-003-08) according to the Annual Supplier Evaluation Form (TCI-W-QA-003-09). Any changes of rating shall be updated in the Qualified Supplier List (TCI-W-QA-003-08), and unqualified suppliers shall be excluded from the Qualified Supplier List (TCI-W-QA-003-08) to ensure effective supplier management.

5.3.5 合格供應商名冊 Qualified Supplier List

5.3.5.1 每年 12 月份，品保單位、採購單位、包材採購單位和產銷管理單位對合格供應商進行年度評鑑，依據評鑑結果，按照供應商類型編制年度合格供應商名冊，經品保單位主管、採購單位、包材採購單位和產銷管理單位主管批准後生效。

In December of each year, the quality assurance unit, procurement unit, packaging material procurement unit, and production and sales management unit shall conduct an annual evaluation of qualified suppliers. Based on the evaluation results, the annual qualified supplier list is compiled according to the category of suppliers. The list will take effect after the approval of the supervisor of the procurement unit, packaging material procurement unit, and production and sales management unit.

5.3.5.2 採購單位及產銷管理單位應及時將變更批准的供應商列入「TCI-W-QA-003-08 合格供應商名冊」，或將重新評估未通過的不合格供應商從合格供應商名冊中剔除，並在「TCI-W-QA-003-14 不合格供應商名冊」紀錄其不合格原因及判定不

合格的日期。

The procurement unit and the production and sales management unit shall promptly list the qualified suppliers in the Qualified Supplier List (TCI-W-QA-003-08), or remove unqualified suppliers that fail to pass a re-evaluation from the List and record the reason for the disqualification and the date of the disqualification in the Unqualified Supplier List (TCI-W-QA-003-14).

5.3.5.3 因重大食安事件、公司政策等原因需要撤銷其供貨資格的供應商，相關部門(相關生產單位、採購單位、包材採購單位、品保單位、產銷管理單位等)應填寫「TCI-W-QA-003-10 供應商資格撤銷申請書」，經品保單位主管批准後，從「TCI-W-QA-003-08 合格供應商名冊」中撤銷。

For a supplier whose supply qualification shall be revoked due to major food safety incidents, company policies, etc., relevant departments (related production units, the procurement unit, packaging material procurement unit, quality assurance unit, production and sales management unit, etc.) shall fill out an "Application for Revocation" of Supplier Qualification (TCI-W-QA-003-10)", which shall be approved by the supervisor of the quality assurance unit, and the supplier shall be removed from the Qualified Supplier List (TCI-W-QA-003-08).

5.3.5.4 經核准的年度「TCI-W-QA-003-08 合格供應商名冊」正本與檔案保存於採購單位，同時在品保單位、包材採購單位和產銷管理單位備案。有變更時需即時更新，並即時報廢失效名冊。

The original copy and related documents of the approved annual Qualified Supplier

List (TCI-W-QA-003-08) are kept in the procurement unit, and copies are kept in the quality assurance unit, packaging material procurement unit, and production and sales management unit. When the content of the Qualified Supplier List changes, it needs to be updated immediately, and the invalid list shall be immediately disposed of.

5.3.6 供應商稽核 Suppliers audits

5.3.6.1 實地/書面/視訊稽核計畫

On-site audit / document aduit / remote video audit plan

(1) 每年年初，品保單位依據批准生效的「TCI-W-QA-003-08 合格供應商名冊」制訂「TCI-W-QA-003-11 年度供應商實地稽核計劃表」，每年以 30 家為基礎，以風險評估方式選擇被稽核之供應商，如交易採購金額、異常比例、產品風險等進行評估，經品保單位主管核准後，由負責稽核的品保單位人員實施。若有突發特殊重大事件（如：Covid-19 疫情），或是因距離不克前往，可評估以書面或視訊審核方式進行。

At the beginning of each year, the quality assurance unit shall formulate the "Annual Supplier On-site Audit Plan (TCI-W-QA-003-11)" based on the approved "Qualified Supplier List (TCI-W-QA-003-08)". Every year, 30 suppliers to be audited are selected and audited by means of risk assessment of the transaction purchase amount, abnormal ratio, product risk, etc. by quality assurance staff after approval by the quality assurance unit supervisor.

If there is an unexpected special event (e.g., Covid-19 outbreak) where an on-si

te audit is not feasible, the audit may be conducted via document review or a remote audit.

(2) 稽核小組由品保單位、品質稽核單位、採購單位或包材採購單位、產銷管理單位、檢驗單位、研發單位、製程導入單位、相關生產單位、關係企業之品保單位人員或第三方認證單位所組成，組員至少 1 名(需為品保單位、品質稽核單位或第三方認證單位人員)，稽核小組組長由品保單位、品質稽核單位或第三方認證單位指派。

The audit team shall be organized by the quality assurance unit, quality audit unit, procurement unit or packaging material procurement unit, production and sales management unit, inspection unit, research and development unit, process introduction unit, related production unit, quality assurance unit personnel of related enterprises, or third-party certification unit. The team shall be composed of at least 1 team member (from the quality assurance unit, quality audit unit, or third-party certification unit), and the audit team leader is appointed by the quality assurance unit, quality audit unit, or third-party certification unit.

(3) 各相關部門或第三方認證單位所指派的人員都應具有相關法規、專業知識、1 年以上相關工作經歷或經過廠內培訓。廠內培訓方法為由廠內品質稽核單位帶領，共同參加廠內稽核 5 場以上，了解整體稽核流程以及相關內容，經品保主管判定符合資格才可進行供應商實地稽核。合格人員需記錄在「TCI-W-QA-003-12 供應商稽核合格人員名冊」內。

The auditors assigned by the relevant departments or third-party certification

units should have professional knowledge laws and regulations, more than one year of relevant work experience, or have received in-plant training, which shall be led by the in-plant quality audit unit; an auditor shall participate in more than 5 in-plant audits to understand the overall audit process and related content and may conduct on-site supplier audits only after the quality assurance supervisor determines that he or she is qualified. Qualified auditore shall be recorded in the List of Qualified Auditors for Supplier Audits (TCI-W-QA-003-12).

5.3.6.2 實地稽核實施 Implementation of on-site audits

(1) 採購單位、包材採購單位或產銷管理單位根據「TCI-W-QA-003-11 年度供應商實地稽核計劃表」與受稽供應商(代工廠)排定稽核時間，品保單位則視供應商類型組織稽核小組會發「TCI-W-QA-003-15 稽核行程通知函」先行通知供應商並於約定時間前往並實施實地稽核。

The procurement unit, packaging material procurement unit or production and sales management unit shall schedule the audit time of suppliers (and subcontract manufacturers) according to the Annual Supplier On-site Audit Plan (TCI-W-QA-003-11). The quality assurance unit shall build a audit team according to the type of supplier; the team shall issue a "Notification of Audit (TCI-W-QA-003-15)" to notify the supplier in advance of the on-site audit and implement the on-site audit at the agreed time.

(2) 實地稽核內容大致分為兩大部分，文件紀錄與現場環境管理，含括供應商資質確認、品管與檢驗能力、人員教育訓練、病媒防治、製程與環境監控、過敏原管理、進出貨與供應商管理、異常處理和不合格品管制，以及追蹤追溯等，除此之外，也需追蹤與確認上一次稽核缺失的改善效果，以全面評估其品質管理系統。

The scope of an on-site audit of a supplier can be divided into 2 parts, inspection of documents and records and inspection of the on-site environmental management to confirm the supplier's qualification and examine the supplier's capacities of quality control and inspection and the implementation of operator education and training, pest control, process and environmental monitoring, allergen management, management of imports and exports and suppliers, handling of deviations and control of nonconforming products, and tracking and traceability. In addition, it is also necessary to track and confirm the improvement effect of the previous audit to fully evaluate its quality management system.

(3) 針對接觸產品的供應商或代工廠的實地稽核應嚴格管制及要求異物與交叉汙染的防治，包括共線生產的情況是否有效確保品質風險被管控，一般的包裝材料與未接觸產品的代工廠則應將稽核重點放在混料及清線管理要求等。

In the on-site audits of suppliers and subcontract manufacturers that come into contact with products, the prevention and control of foreign matter and

cross-contamination shall be rigidly examined, including the management of flexible production lines. As for subcontract manufactuers of general packaging materials that do not come in contact with products, the examination of the management of material mixing and product line cleaning shall be emphasized in the on-site audits.

(4) 稽核小組在實施實地稽核前，應先掌握上一次稽核的問題點，並查閱受稽供應商檔案以便擬定稽核當日的重點項目。

Before implementing an on-site audit, the audit team shall first learn the problems of the supplier (subcontract manufacturer) to be audited in the previous audit and consult the supplier’s files in order to determine the key items to be examined on the day of the audit.

(5) 稽核小組依據供應商類型選用「TCI-W-QA-003-03 原料製造商及代工廠評核表」、「TCI-W-QA-003-04 化妝品及內包材製造商評核表」、「TCI-W-QA-003-05 食品原料貿易商評核表」或「TCI-W-QA-003-06 化妝品原料貿易商及外包材供應商評核表」、「TCI-W-QA-003-16 寵物原料製造商及代工廠評核表」或「TCI-W-QA-003-17 合成清潔劑供應商評核表」之條文內容執行實地稽核。若評核表中個別章節不適用於受稽供應商或不符合本次稽核目的時，稽核小組組長有權對不適用的章節進行刪減(以 N/A 方式紀錄)。

The audit team shall perform on-site audits according to the type of supplier. The scope of the audits shall be determined based on the content of "Evaluation

Form for Raw Material Manufacturers / Subcontract Manufacturers (TCI-W-QA-003-03)", "Evaluation Form for Cosmetic Product/ Inner Packaging Material Manufacturers (TCI-W-QA-003-04)", "Evaluation Form for Food Ingredient Traders (TCI-W-QA-003-05)" or "Evaluation Form for Cosmetic Raw Material Traders / Outer Packaging Material Suppliers (TCI-W-QA-003-06)", "Evaluation Form for Manufacturers of Raw Materials for Pet Supplies / Subcontract Manufacturers (TCI-W-QA-003-16)" or "Evaluation Form for Synthetic Detergent Suppliers (TCI-W-QA-003 -17)". If individual chapters in an evaluation form are not applicable to the audited supplier or do not meet the purpose of this audit, the audit team leader has the right to delete the inapplicable chapters (record N/A).

(6) 實地稽核結束時，稽核小組將稽核過程中發現的問題與供應商進行溝通，並將缺失填寫在評核表中，請供應商於 14 個工作天以內完成缺失改善回覆並填寫「TCI-W-QA-003-13 供應商代工廠矯正回覆表」。

At the end of the on-site audit, the audit team shall notify the audited supplier of the problems found during the audit and record the problems in the evaluation form. The supplier shall make improvements within 14 working days and fill out a Supplier / Subcontract Reply Form for Corrective Action (TCI-W-QA-003-13).

5.3.7 稽核標準 Audit standards

按照相應的供應商評核表之條文內容，供應商資質、人員、廠房設施與機台設備、原

物料及半成品、成品管理、製程管理、品質管控、實驗室管理等皆應基本符合要求，無嚴重缺失或重大品質風險。

Supplier audits shall be performed according to the content of the supplier evaluation form. Supplier qualifications, personnel, plant facilities and equipment, raw materials and semi-finished products, finished product management, process management, quality control, laboratory management, etc. should basically meet the requirements without serious defects or major quality risk.

5.3.8 稽核結果 Audit results

5.3.8.1 稽核小組根據實地稽核的情況於相應的供應商評核表內進行各項目評分，小組組員應在實地稽核結束後 3 個工作天內將各自負責的稽核總結報告提交給組長，而組長應在收到組員的報告後 7 個工作天內完成評核表，以書面方式遞交給採購及產銷管理相關單位，請其負責通知與提醒供應商於期限內完成和回覆缺失改善，並對受稽供應商是否可列入或繼續維持其合格供應商之資格給予判定。

The audit team shall score each item in the supplier evaluation form in an on-site audit of a supplier. Team members shall submit their respective audit summary reports to the team leader within 3 working days after the on-site audit, and the team leader shall complete the evaluation form within 7 working days after collecting the team members' reports, and submit the evaluation form in writing to the relevant procurement and production and sales management units; these units shall be responsible for notifying and reminding the supplier to make improvements within the time limit and reply to the company. Whether it can be included in or continue to

maintain its qualifications as a qualified supplier will then be assessed.

5.3.8.2 通過稽核的供應商，經品保單位主管、採購單位、包材採購單位及產銷管理單位相關主管核准後，可列入或繼續保留在「TCI-W-QA-003-08 合格供應商名冊」。

Suppliers that pass an audit can be listed or retained in the "Qualified Supplier List (TCI-W-QA-003-08)" after being approved by the supervisors of the quality assurance unit, procurement unit, packaging material procurement unit, and production and sales management unit.

5.3.8.3 未通過稽核的供應商，不得列為合格供應商或繼續維持合格供應商之資格，經品保單位主管和採購相關主管核准後，不得列入或將其自「TCI-W-QA-003-08 合格供應商名冊」中撤銷。

Suppliers that fail to pass the audit shall not be listed as qualified suppliers or continue to maintain their qualifications. They shall not be listed in the Qualified Supplier List (TCI-W- QA-003-08) or shall be removed from the List after the approval of the supervisors of the quality assurance unit and procurement unit.

5.3.9 原、物料的可靠性檢查 Reliability inspection of raw / packaging materials

(包材)採購單位、產銷單位負責每年定期向原物料供應商索取為期一年內第三方檢驗機構所出具的相關檢驗報告(如：內裝包材料的溶出報告(檢驗方法可以參考《食品器具容器包裝衛生標準》)、特定原料的重金屬、農藥殘留、微生物、污染物質及毒素等之檢驗報告，檢驗項目需符合臺灣法規)，為原物料的可靠性提供佐證，經品保單位審閱確認後，留存備查並存入供應商檔案。

The (packaging material) procurement unit and the production and sales unit are responsible

for obtaining relevant inspection reports issued by the third-party inspection agency (such as the dissolution report of the inner packaging materials) from the raw material suppliers every year ("Sanitation Standards for Food Utensils, Containers and Packages" can be referred to for the inspection methods) to ensure the reliability of raw materials. (For the inspection reports of heavy metals, pesticide residues, microorganisms, pollutants and toxins of specific raw materials, the inspection items must be in line with Taiwan regulations.) The inspection reports obtained from suppliers shall be kept along with suppliers' profiles for future reference.

5.3.10 供應商變更 Supplier change

5.3.10.1 供應商的變更應遵循「TCI-P-QA-004 變更管理程序」。

Supplier changes shall be carried out in compliance with Procedures for Change Management (TCI-P-QA-004).

5.3.10.2 供應商變更時應進行品質風險評估，對變更的必要性和變更新引入的風險採用合適方式進行評估。

Suppliers shall conduct quality risk assessments when making changes and adopt appropriate methods to assess the necessity of changes and the risks introduced by the changes.

5.3.10.3 供應商變更核准實施後，品保單位、(包材)採購單位、產銷單位應關注所提供原物料投入使用後的相關品質情況，必要時應對其前 3 批產品進行追蹤考察。

After a supplier change is approved and implemented, the quality assurance unit, (packaging material) procurement unit, and production and sales unit shall pay

attention to the quality of the raw materials provided after they are put into use, and if necessary, inspect the first three batches of products.

5.3.11 品質規範協議 Quality specification agreement

品保單位人員擬定關鍵原物料的品質協議規範，呈報品保單位批准後，由採購及產銷人員與所負責的關鍵供應商簽訂合約，明確雙方所承擔的品質責任。

The staff of the quality assurance unit shall draw up the quality agreement specifications for key raw materials, and after the approval of the quality assurance unit, the procurement and production and sales staff will sign a contract with the responsible critical suppliers to clarify the quality responsibilities of both parties.

5.3.12 供應商檔案 Supplier Profile

5.3.12.1 採購單位負責建立與維護合格供應商檔案，確保檔案的時效性和完整性，且和包材採購單位一起負責向對應的供應商索要相關資料。

The purchasing unit is responsible for establishing and maintaining qualified supplier documents, ensuring the validity and completeness of the documents, and together with the packaging material procurement unit, is responsible for requesting information from suppliers.

5.3.12.2 檔案內容包含供應商履歷表、供應商的資質證明文件、品質協議與標準、至少連續 3 批樣品的檢驗報告(新供應商要求留存)、產品檢驗報告、實地稽核報告 (若有實行)、產品安定性報告、定期的品質回顧分析報告等。

A supplier profile shall include the supplier resume, the supplier’s qualification documents, quality agreements and standards, inspection reports for at least 3

consecutive batches of samples (required to be retained if it is a new supplier), product inspection reports, and on-site audit reports (if applicable), product stability reports, regular quality review reports, etc.

6. 相關文件 Relevant Documents

6.1 變更管理程序 TCI-P-QA-004

Procedures for Change Management (TCI-P-QA-004)

6.2 食品器具容器包裝衛生標準(TFDA 食品安全衛生管理法第十七條)

Sanitation Standards for Food Utensils, Containers and Packages

(Article 17 of Act Governing Food Safety and Sanitation)

6.3 食品安全衛生管理法

TFDA Regulations for Food Safety and Health, Production and Marketing Management

6.4 食品良好衛生規範準則

The Regulations on Good Hygiene Practice for Food, GHP

6.5 BRC Global Standard for Food Safety Issue

6.6 PIC/S GMP

7. 附件 Annexes

7.1 供應商初次評鑑流程圖(附件一)

Flowchart for Initial Supplier Evaluation (Annex 1)

7.2 廠商基本資料表 TCI-W-QA-003-01

Supplier Profile (TCI-W-QA-003-01)

7.3 供應商書面審查評量表 TCI-W-QA-003-02

Supplier Evaluation Form (TCI-W-QA-003-02)

7.4 原料製造商及代工廠評核表 TCI-W-QA-003-03

7.5 Evaluation Form for Raw Material Manufacturers / Subcontract Manufacturers (TCI-W-QA-003-03)

7.6 化妝品及內包材製造商評核表 TCI-W-QA-003-04

Evaluation Form for Cosmetic Product/ Inner Packaging Material Manufacturers (TCI-W-QA-003-04)

7.7 食品原料貿易商評核表 TCI-W-QA-003-05

Evaluation Form for Food Ingredient Traders (TCI-W-QA-003-05)

7.8 化妝品原料貿易商及外包材供應商評核表 TCI-W-QA-003-06

Evaluation Form for Cosmetic Raw Material Traders / Outer Packaging Material Suppliers (TCI-W-QA-003-06)

7.9 供應商綜合評價表 TCI-W-QA-003-07

Comprehensive Evaluation of Supplier Performance (TCI-W-QA-003-07)

7.10 合格供應商名冊 TCI-W-QA-003-08

Qualified Supplier List (TCI-W-QA-003-08)

7.11 供應商年度考核表 TCI-W-QA-003-09

Annual Supplier Evaluation Form (TCI-W-QA-003-09)

7.12 供應商資格撤銷申請書 TCI-W-QA-003-10

Application for Revocation of Supplier Qualification (TCI-W-QA-003-10)

7.13 年度供應商實地稽核計劃表 TCI-W-QA-003-11

Annual Supplier On-site Audit Plan (TCI-W-QA-003-11)

7.14 供應商稽核合格人員名冊 TCI-W-QA-003-12

List of Qualified Auditors for Supplier Audits (TCI-W-QA-003-12)

7.15 供應商代工廠矯正回覆表 TCI-W-QA-003-13

Supplier / Subcontract Reply Form for Corrective Action (TCI-W-QA-003-13)

7.16 不合格供應商名冊 TCI-W-QA-003-14

Unqualified Supplier List (TCI-W-QA-003-14)

7.17 稽核行程通知函 TCI-W-QA-003-15

Notification of Audit (TCI-W-QA-003-15)

7.18 寵物原料製造商及代工廠評核表 TCI-W-QA-003-16

Evaluation Form for Manufacturers of Raw Materials for Pet Supplies / Subcontract Manufacturers (TCI-W-QA-003-16)

7.19 合成清潔劑供應商評核表 TCI-W-QA-003-17

Evaluation Form for Synthetic Detergent Suppliers (TCI-W-QA-003-17)

文件名稱 Title	供應商評鑑管理準則 Guidelines for Supplier Evaluation and Management			文件編號 Document No.	TCI-W-QA-003		
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附件一 供應商初次評鑑流程圖

Annex 1 lowchart for Initial Supplier Evaluation