

# AP FAS Step by Step Guide



Thank you for your interest in AP FAS. The following guide will lead you on what to do and expect for the audit process.

## 1. Registration for AP FAS

### **For factories registered as an APUG Supplier –**

Please go to [www.apug.com](http://www.apug.com), click on the 'For Buyers' tab and select 'Factory Assessment Services'. Download and complete the 'AP FAS Application form'. Return it back to the Service desk by email or fax.

### **For factories not yet registered as an APUG Supplier –**

Please go to [www.apug.com](http://www.apug.com), click on the 'For Buyers' tab and select 'Factory Assessment Services'. Download and complete the 'AP FAS Application form'. Return it back to the Service desk by email or fax. AP FAS is available to APUG registered suppliers only. To register on APUG SMS, please download the appropriate application form from the 'Downloads' tab at [www.apug.com](http://www.apug.com).

## 2. Pre-qualification

Non-APUG suppliers have to be pre-qualified by a web-based questionnaire.

## 3. Confirmation of Audit Service

Upon receipt of your application, the Achilles operation desk shall validate the information submitted and contact you to brief you on the process and send you the quotation for the service. Kindly sign and return by email/fax as confirmation.

## 4. Submission of Audit Fees

Audit Fees should be settled in full prior to the audit. Factory may settle the audit fee through T/T in US dollar.

## 5. Scheduling of the factor assessment

Upon receipt of the full payment, the Achilles auditor will contact the assigned factory contact person within a week to brief him on the audit arrangement and fix a date for the factory audit. The exact audit date is subject to final confirmation between the auditor and your factory contact. In general, it should be within a month of payment of the audit fee.

## 6. Factory Audit

The Achilles auditor will arrive at the factory as per the schedule confirmed and conduct the audit. Please note that engineers or procurement staff from the utility buyers may attend the audit as well. Achilles will accept joint auditing with engineers from buyer members upon request.

## 7. Post-audit completion

On completion of the audit, the auditor will give the supplier an indication of the results of the audit. If any minor non-conformances can be rectified by the factory and proof of this can be provided to the auditor within 5 days following the audit, the auditor may take account of this within the final audit report.

## 8. Audit Report

Audit report will be published online (AP FAS Platform and APUG SMS) within 4 weeks of the date of audit. Achilles will confirm to the factory by email when this has been done.

The result of the audit will remain valid for a period of 12 months from the date of the audit. The results of an audit are only valid if the APUG SMS membership is current and not expired.

The screenshot shows the APUG SMS Search interface. At the top, there are logos for Achilles (services for sustainable procurement, global resource, local skills) and apug sms (empowered by Achilles). Below the logos, there are navigation links: 'Back to search', 'Export to CSV', and 'Send to eQual'. The search criteria are: 'Country: Hong Kong' and 'Product Codes: MATCH ANY'. A list of product codes is provided: 2,40.1, 2,40.2, 2,40.3, 2,40.4, 2,40.6, 2,40.7, 2,40.8, 2,40.10, 2,40.11, 2,40.12, 2,40.13, 2,40.14, 2,40.15, 2,40.16, 2,40.17, 2,40.95, 2,40.99. Below this, it states 'There are 11 supplier(s) found.' A table titled 'Search Results' follows, with columns: Supplier ID, Company Name, Town/City, Country, Last Edit Date, Audit Date, and View Audit Report. The table contains 11 rows of supplier data.

Supplier ID	Company Name	Town/City	Country	Last Edit Date	Audit Date	View Audit Report
8880030	Achilles Information Hong Kong Ltd.	Central	HONG KONG	2008-02-26	2010-02-02	
8880118	Effection Company Ltd.	Hong Kong	HONG KONG	2007-09-27		
8880122	Euro Tech (Far East) Ltd	Hong Kong	HONG KONG	2008-09-25		
8880140	Siemens Ltd.	Hong Kong	HONG KONG	2008-08-27		
8880155	ITES Technologies Limited	Central	HONG KONG	2008-09-09		
8883522	Communications Engineering Limited	Hong Kong	HONG KONG	2008-10-30		
8884008	Ross Recruitment Limited	Central	HONG KONG	2009-01-16		
8887336	Roetec Technology Ltd	North Point	HONG KONG	2009-04-29		
8887641	Interchan (Hong Kong) Limited	Hong Kong	HONG KONG	2007-01-15		

## 9. Transportation and Accommodation

The Audit Fees do not cover the auditor's transportation and accommodation expenses. These expenses will be charged to your account after the audit. Following is a rough estimate of the transportation and accommodation cost for a 2 day / 1 night audit.

City	*Estimated Transportation Expenditure (From/To HK)	*Estimated Accommodation Cost Per night
<b>China</b>		
Shenzhen	US\$200	US\$80 – US\$100
Guangzhou	US\$200	US\$80 – US\$100
Shanghai	US\$350 – US\$450	US\$100 – US\$120
Beijing	US\$450 – US\$600	US\$100 – US\$120
Wuhan	US\$600 - US\$750	US\$80 – US\$100

\*The above estimation will serve as a rough reference only. Factories will be charged based on the final actual cost incurred.

Please feel free to contact Achilles office at the following for further information:

Hong Kong Tel: +(852) 2815 7100

Australia Tel: +61 (0)7 3245 1744

Email: [enquiries@apug.com](mailto:enquiries@apug.com)



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