Audit date: 01/11/2002

Audit reference: ISO 9001:2015 - Human Resources Process| Suppliers Processof AEVA’s Management System

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| **No.** | **Type1** | **Description** |
| 1 | DOC | Manual of 05.05.2021 does not describe the responsibilities and authorities of all functions actually existing in AEVA, e.g. responsible for hiring decision for all AEVA brands. |
| 2 | DOC | 3 different databases for registration of suppliers, supplies and evaluation (in Excel format) – “AEVA Suppliers” dated of 03-10-2022; “Registration of supplies” dated of 21-11-2022 and “suppliers evaluation” dated of 12-06-2022 |
| 3 | *INT/DOC* | The brand Parque dos talentos doesn’t evaluate the service providers. Checked the service provided by Parque dos Talentos “festa de aniversário do Mateus 2021” which hired a magician and inflatables, but the service was not evaluated |
| 4 | DOC | AEVA only considers the evaluation of pupils and parents when analysing the stakeholder’s satisfaction. The enterprises that work with AEVA and other stakeholders’ evaluation are not analysed at the management review (dated of 26-01-2022) |
| 5 | DOC | Raquel Canha works as a volunteer in a citizens projects project and did not sign the cooperation protocol and volunteer program |
| 6 | DOC | The Employee Handbook is outdated. The last version was updated in October 2019. |
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(add rows as necessary)

1 INT: Interview; OBS: Observation of activities; DOC: Document analysis