



3rd Party on Site Assessment to Verify Suppliers Screening Process

Organization:

OSOTSPA PUBLIC COMPANY LIMITED

348 Ramkhamhaeng Rd., Huamak, Bangkapi, Bangkok, Thailand

Prepared by

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Audit Report / Checklist	TÜVNORD
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Organizations profile




SUSTAINABILITY AT OSOTSPA

Osotspa's focus on sustainability revolves around three core pillars: enhancing quality of life, sharing economic opportunities, and reducing environmental impacts throughout its value chain. The Company believes these lay a solid foundation for resilient business growth while readying the Company for new challenges and opportunities amid a more volatile business environment. The Company considers its employees to be an overall driving force for sustainability, forming the fourth pillar of its sustainability framework.

SUSTAINABILITY FRAMEWORK & SUSTAINABILITY GOALS

"Enhancing Sustainable Living"

is a commitment to enhancing the quality of life, sharing economic opportunities and reducing environmental impacts throughout our value chain.

	<p>Enhancing the quality of life Promoting health & well-being through our products - Offering products made with high quality ingredients/natural & organic ingredients - Promoting health & well-being for all consumer segments - Supporting the fighting spirits of all Thais</p> <p>Promoting equal opportunities and supporting disadvantaged people and communities.</p>
	<p>Sharing economic opportunities for long term growth Providing safe and high-quality products that meet diverse consumer needs, enhance economic values through product innovations, develop SME suppliers and partners to grow their business together with Osotspa</p> <ul style="list-style-type: none"> - Support small-scale herb farmers - Communicate OSP Code of Conduct and Sustainability (ESG) values <p>Create an ecosystem to improve competitiveness of mom & pop's stores with digital technology & know-how.</p>
	<p>Reducing environmental impacts throughout our value chain Implement the 3Rs' Principles: Reduce, Reuse, Recycle, to our business:</p> <ul style="list-style-type: none"> - Reduce water and energy consumption, waste generated per unit output - Control air emissions from manufacturing process, as well as greenhouse gas intensity (Scope 1 and Scope 2) - Maintain high glass/cullet recycling rate <p>Reduce impact from waste through innovative packaging solutions.</p>

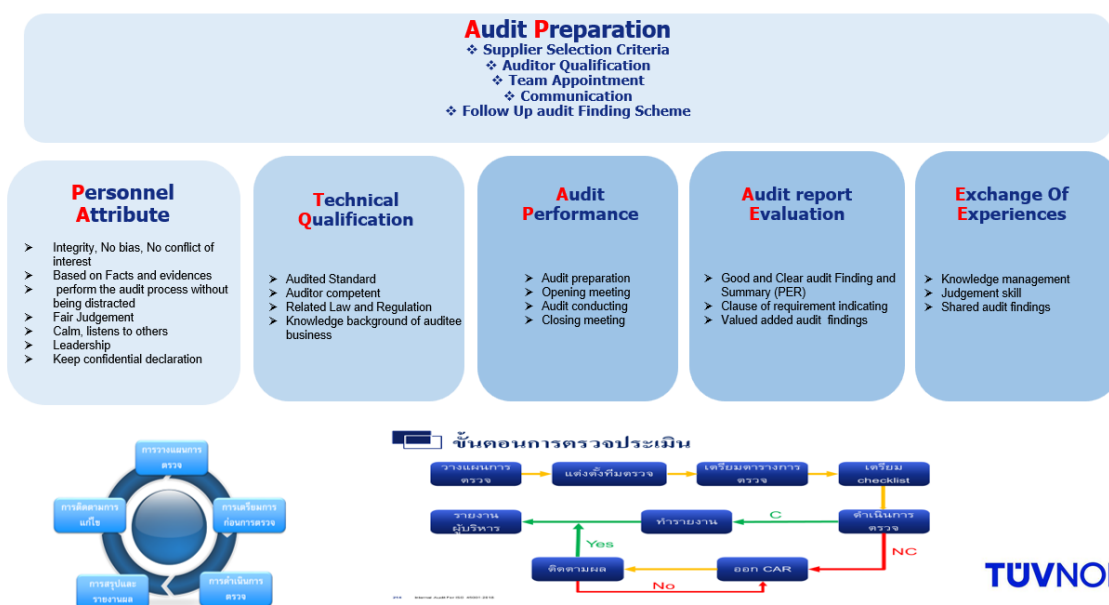
	<p>Cultivating sustainability mindset among all employees</p> <ul style="list-style-type: none"> -Good governance and transparency -Creating a better workplace -Encouraging sustainable lifestyle, from our people to society
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Verification of Suppliers Sustainability Development Programme

OSOTSPA has continually conducted the suppliers development programme throughout the communication, training, assessment and capacity building programme to all Suppliers to encourage and promote sustainability development. The assessment has been performed by Third parties and Osotspa's sustainability team at screened suppliers' site premises screened according to *Osotspa's supplier Code of conduct*. The procedure and criteria of screening base on Risks factors has been established and implemented.

In order to ensure the Supplier screening and assessment processes are performed in accordance with audit professional scheme with integrity, impartiality and no conflict of interest. Third party whom accredited as a Certification Body according to ISO/IEC17021 is invited to continually verify such processes.

PROCESS ASSESSMENT PERFORMANCE EVALUATION



Assessment Agenda

	TIME	Details	Auditee/ In Charge
Day 1	<ul style="list-style-type: none"> > 09.00-10.00 > 10.00-12.00 > 12.00-13.00 > 13.00-16.00 	<ul style="list-style-type: none"> Opening Meeting Verification of Supplier Selection procedure and Supplier audit procedure Break for Lunch Verification of related records of Supplier's selection by Sampling 	Purchasing / Relevant department
Day 2	<ul style="list-style-type: none"> > 09.00-10.00 > 10.00-12.00 > 12.00-13.00 > 13.00-16.00 	<ul style="list-style-type: none"> Verification Procedure of Assessor Qualification Review Qualification records Break for Lunch Verification of audit report of Supplier audit by sampling 	Sustainability, HR, Training / Relevant department
Day 3	<ul style="list-style-type: none"> > 09.00-10.00 > 10.00-12.00 > 12.00-13.00 > 13.00-15.30 > 15.30-16.00 	<ul style="list-style-type: none"> Verification Procedure of Assessment Follow up process and summary Review Supplier Assessment LOG Sheet Break for Lunch Re-cap all processes Closing Meeting 	Sustainability / Relevant department

Audit Checklist and Results

Supplier Screening process

Ser. No.	Questions on Screen system	system documentation	Confidential Information
1	<p>Is the procedure included the criteria of Supplier Screening Process?</p> <p>- The Supplier screening/ selection could be considered, among others, the following aspects:</p> <ul style="list-style-type: none"> ✓ Country Specific ✓ Business Sector Risk ✓ Commodity Risk ✓ results of internal site audits and management reviews or previous supplier audits; 	<p>WI-HM-SPC-PUR-002 Rev. 01 / 28.11.2024</p> <p>Vendor Sourcing and Selction – Direct Material</p> <p>WI-HM-SPC-PUR-003 Rev. 03 / 01.12.2022</p> <p>Vendor Sourcing and Selction – InDirect Material</p> <p>WI-HM-SPC-PUR-002 Rev. 01 / 28.11.2024</p>	

	<ul style="list-style-type: none"> ✓ records of complaints and other relevant aspects of corrective and preventive action; ✓ significant variations in the size of the sites; ✓ variations in shift patterns and work procedures; ✓ complexity of the management system and processes conducted at the sites; ✓ modifications since the last assessment (If any); ✓ maturity of the management system and knowledge of the organization; ✓ environmental issues and extent of aspects and associated impacts for environmental management systems; ✓ <u>differences in culture, language and regulatory requirements;</u> ✓ <u>geographical dispersion;</u> ✓ Etc. 	Vendor Sourcing and Selection – Direct Material	<h2>Confidential Information</h2>
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2	<div>Is there any procedure or Work Instruction determined the screening criteria?</div> <div>✓ Risk Matrix</div>	<div>Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024</div> <div>WI-HM-SPC-PUR-019 Rev. 00 / 07.08.2023</div> <div>Critical, High Risk supplier identification and evaluation</div>	

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3	<p>Is List of /screened / selected Suppliers provided to show the result of screening and decision of audit?</p> <p>Data in the Lists could be shown the suppliers information in accordance with</p> <ul style="list-style-type: none">✓ ESG Data✓ Country Specific✓ Business Sector Risk✓ Commodity Risk✓ Business relevant and commercial Risk	<p>Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024</p> <p>WI-HM-SPC-PUR-019 Rev. 00 / 07.08.2023 Critical, High Risk supplier identification and evaluation</p>

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Auditors Qualification Process / Auditor Appointment

Ser. No.	Questions on Screen system	system documentation
1	Is the procedure of Auditors qualification available?	P-HM-Q-SQM-001 Supplier and OEM Quality Management
2	Is the procedure determined the criteria or requirement of auditor qualification? <ul style="list-style-type: none"> ✓ Audited Standard or Code of conducts ✓ Auditor competent ✓ Related Law and Regulation ✓ Knowledge back-ground of auditee/suppliers' business 	P-HM-Q-SQM-001 Supplier and OEM Quality Management
3	Is training plan established and implemented to fulfill the gap of auditor's competent and skill? <ul style="list-style-type: none"> ✓ Training plan ✓ Training need skill metrix 	P-HM-Q-SQM-001 Supplier and OEM Quality Management
4	Is training records and evaluation available?	P-HM-Q-SQM-001 Supplier and OEM Quality Management

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5	Is the procedure mentioned the Auditor maintenance status, Re-qualification, Dis-Qualification criteria? <ul style="list-style-type: none"> ✓ Auditor meeting ✓ Exchange of experiences ✓ Knowledge management programme 	P-HM-Q-SQM-001 Supplier and OEM Quality Management
6	Is the procedure determined the auditor team appointment criteria to audit supplier? <ul style="list-style-type: none"> ✓ To conduct the audit with no Bias ✓ No conflict of interest ✓ Integrity 	P-HM-Q-SQM-001 Supplier and OEM Quality Management

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Audit Process

Ser. No.	Questions on Screen system	system documentation
1	Is the procedure of Audit processes available? <ul style="list-style-type: none"> ✓ Audit communication ✓ Audit planning/Scheduling ✓ Auditing Time 	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
2	Has the organization communicated the audit objective, audit schedule, audit	Procurement Guideline P-HM-SPC-PUR-

	agenda to supplier in advance? <ul style="list-style-type: none"> ✓ Audit agenda ✓ Audit Criteria 	001 rev. 01 / 15.05.2024	<div>Confidential Information</div>
3	Has the audit been conducted with professional scheme? <ul style="list-style-type: none"> ✓ Audit checklist/protocol ✓ Audit report ✓ Audit finding <p>Remark : Sampling to observe the audit report and verify by interviewing auditors</p>	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024	
4	Is the auditor conducted audit with effective performance?	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024	

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	✓ Does the auditor stick to his/her conclusions unless other evidence is being presented?	
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Audit Reporting

Ser. No.	Questions on Screen system	system documentation
1	Is Audit report included following information? <ul style="list-style-type: none"> ✓ Supplier information ✓ Audit scope ✓ Audit objective ✓ Audit Finding and Classification ✓ Audit recommendation ✓ Audit summary 	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024

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2	Is audit report completed in time manner?	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
3	Is audit report verified or veto by authorized person?	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
4	Is the audit report communicated and submitted to supplier?	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024

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Audit Follow up and Suppliers · Capacity Building / Development Program

Ser. No.	Questions on Screen system	system documentation
1	When audit finding raised, Is there any request supplier to response? ✓ CAR/NCR issues	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
2	CAR/NCR has required the root cause analysis and action plan?	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
3	Has the Corrective action has been followed in time manner and closed out with objective evidences?	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
4	Is capacity Building program recommended? ✓ Training	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024

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	<ul style="list-style-type: none"> ✓ Workshop ✓ Seminaire ✓ Re-Audit 	
5	Is the procedure mentioned the Supplier Re-Audit Program? <ul style="list-style-type: none"> ✓ Re-audit to follow up NC ✓ Re-audit according to surveillance interval program 	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
6	Is overall audit result summarized and analysis to show their supplier audit performance?	Procurement Guideline P-HM-SPC-PUR-001 rev. 01 / 15.05.2024
7	Is Number of Suppliers audit and result summarized and presented?	Summary List of Suppliers development programme.

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Audit Finding List

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No.	Audit Finding	Area / Process	Ref Subject

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Summary / explanations of results

OSOTSPA Public Company have continually implemented and maintained the Supplier Screening process, Audit Process, Audit Reporting, Audit Follow up and Suppliers 'Capacity Building / Development Program, Summary / explanations of results effectively for their Supplier Sustainability Development Programme Y2023-Y2025.

Top management has strong commitment to implement, maintain and encourage the ESGs Practical to their suppliers throughout development programme. The communication, training, assessment and capacity building programme are effectively promoted. The assessment has been performed by Third parties and Osotspa's sustainability competent team at screened suppliers' site premises screened according to Osotspa's ESGs Code of conduct. The procedure and criteria of screening base on Risks factors has been established and implemented.

Overall this audit, The audit result is fully satisfied and agreed that Osotspa's sustainability competent team has performed Supplier screening process and assessment effectively with audit professional scheme, integrity, impartiality and no conflict of interest. There is no NC raised during this audit, However 1 Opportunities for improvement are recommended.

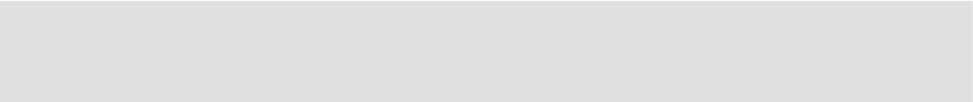
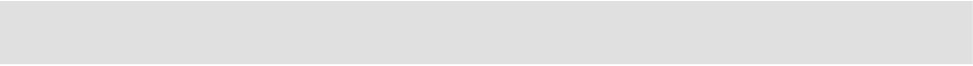
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Sample Email for Notifying Supplier Audit Assessment Result



Osotspa would like to extend our appreciation to [REDACTED] for the cooperation in the ESG Suppliers Sustainability Audit 2025 conducted on July 8, 2025.

The audit result has been assessed at a **moderate level** compared to peers in the same industry. We sincerely hope that this assessment will serve as an important driver for the continued success and sustainable growth of your business going forward.



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