	Insert your company's name or logo, and address.					
Supplier Audit Checklist						
On-site Supplier Asses	sment					

On-site Supplier Assessment

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Process Activity Map

EQUIPMENT & FACILITIES:

What equipment and resources are required? Is equipment suitable and properly maintained? Is the work environment maintained? Is there evidence of appropriate maintenance of all equipment used by this process?

PERSONNEL:

Review employee skill lists for the process. Are there lists of skills for each position? Do they show enough detail? This is often a finding, where lists are generic with inadequate detail. Training is a key process of any system. Are there particular skills you want to evaluate?

CONTROL PROCESSES:

How is the process defined and who is responsible? How are customer requirements defined? What specifications apply defined? What objectives and targets apply process? What controls/check points are there? What acceptance criteria exist?

PROCESS INPUTS:

What triggers the process?
What inputs are required?
Where do the inputs come from?
Are they received in a timely manner?
Are they fit for purpose?

PROCESS NAME/DESCRIPTION:

What steps are involved in the process?
What happens at each step in the process?
What documents and records are generated?
Is the process implemented in accordance with procedures, instructions or plans?
Are controls applied as described?

PROCESS OUPUTS:

What is the product produced by this process?
Are product measures in place to ensure that product meets requirements?
How are processes measured?
Are product and process measures achieved?
What feedback is received from customers?

INSTRUCTIONS & PROCEDURES:

Review the documents that describe and control the process. Review all the important steps and activities of the process being audited. This info must be documented within the QMS. Evaluate how effectively the process flows through the steps. Do you see roadblocks or issues?

SUPPORT PROCESSES:

As you audit, you will see how it connects and interacts with other processes. Interactions with other processes are always important. As you audit the, you will see how it connects and interacts with other processes. Audit the relevant links to related processes and support processes.

KEY PERFORMANCE INDICATORS:

Review metrics and performance with Managers, Supervisors and operators. They should know how things are running, objectives, customer issues, problem areas. If they do not, the requirements were not met. Is there evidence that quality objectives and targets affected by this process are being achieved?

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Procurement

Ref	Audit Question	Audit Findings (Score '1' per box)			Audit Evidence	Opportunities for	
		ANT		MINOR N/C	MAJOR N/C		Improvement (OFI)
		COMPLIANT	IJO			Provide reference to documented information to justify the finding	Provide suggestions for process improvement
28	Is there a formal process used for the selection, qualification and re-qualification of suppliers?					Supplier quality audits and corrective actions, engineering testing, approval records, production trials	
29	Are purchases from unapproved suppliers prevented by a properly controlled and available approved supplier list?					Approved supplier list, procedures, production material receipt records	
30	Are preventive actions taken to continuously improve performance of the supplier base?					Supplier quality performance analysis, performance trends, supplier audit reports	
31	Does the supplier assurance system ensure that all purchased product or material conforms to defined specifications and applicable regulatory or customer requirements?					Receiving inspection, supplier audits, source inspection, qualification testing, Certificate of Compliance, component marking, labelling, etc.	
32	Does a system exist for the identification, verification and protection of customer supplied product that includes notifying the customer if product is damaged or lost?					Procedures, segregation during storage, limited and controlled access to stored inventories	

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