Scope of Audit - The intent of the supplier audit, by way of using this checklist, is to ascertain the supplier's ability to meet and sustain the desired quality requirements, to assess the viability of the supplier, to detect weaknesses in the organizations' quality system, and to help define the relationship and expectations between your organization and its suppliers.

Supplier Name: Plant Manager: Audit Date:

Supplier Location: Quality Manager: Auditor Name:

0 - Supplier demonstrates no compliance to a documented QMS OR no documented system in place.		1 - Supplier has a documented system but shows only limited compliance.	2 - Supplier has a documented system and shows only minor exceptions of non-compliance.	3 - Supplier has a documented process and can demonstrate full compliance.	
#	**Question**	**Evidence Required**	**What to look for**	**Score**	**Observations**
1	Are control plans used to plan and deploy inspection and test functions throughout the production process?	Correct control plans	Well-constructed, accurate and current, including process flow charts, statistical tools, key inspection points, inspection frequency, inspection/test method, gaging used, acceptable yield rates.	**3**	
2	Are appropriate work instructions are available where needed that accurately describe all work methods including inspections and tests to be done during production?	Work instructions	Sample size, frequency, method, document control dates/revision level.	**3**	
3	Are appropriate inspections, tests and process adjustments made per applicable work instructions to verify conformance at key points throughout the process and prior to shipment?	Inspection test plans	Records of inspections performed at incoming, first piece, in-process and/or final inspection or test.	**2**	
4	Include methods for monitoring for special characteristics?	Correctly created control plans	This may include 100% visual, sensors, cameras, etc.	**2**	
5	Is the inspection and process status of the product identified and maintained throughout the production process?	Correct control plans/	Batch records, travelers, tags, labels, product markings or use of designated and identified areas.	**2**	
6	Include customer-required info.(if applicable)?	Work instructions	Any special customer defined work instructions at the work station	**3**	
7	Are customers notified of low yield production lots or issues that affect product reliability?	Reaction to said conditions	Corrective actions, records of customer notifications, reliability test data.	**3**	
8	Work instructions are available and are derived from appropriate control plans	Control plans / work instructions	Look for links between these two documents.	**3**	
9	Job set-ups are verified, including work instructions for set up & start up	Set-up records / instructions	Current first piece approval	**3**	
10	Are there planned maintenance activities?	Instructions, pm software, records, etc.…	Check for recorded frequencies & completion	**2**	
11	Packaging, protection and preservation of equipment tooling and gauges in place?	Procedure / instructions	Storage areas, environmentally safe etc...?	**2**	
12	Are spare parts available for key equipment?	Instructions, pm software, records, etc.…	Storage areas, counting mechanisms i.e. Software for inventory purposes etc...	**3**	
13	Are continuous improvement targets established for planned and unplanned downtime?	Written objectives	Management review records or other.	**3**	
14	Is product throughout the plant clearly identified as to material identification and status?	Clear precise information usually on label, as stated in a procedure or instruction.	Each and every container that holds material, components, W.I.P., and finished goods, all require identification.	**3**	
15	Has the supplier identified product status with respect to inspection checks?	Control plan, applicable instructions, records	Per control plan check status after each inspection point for identification of status	**2**	
#	**Question**	**Evidence Required**	**What to look for**	**Score**	**Observations**
1	Has the supplier defined its processes and sub-processes?	Process maps, flow diagrams, etc.…	Appropriate documents define inputs, series of outputs, to include all resources, materials, methods, measurements necessary to make the process work using the PDCA methodology described in ISO 9001	**2**	
2	Has the supplier implemented and controlled its defined processes?	Defined processes included as part of the quality management system	Control numbers, same formatting for each defined process	**3**	

SAMPLE

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