



SUPPLIER QUALITY SYSTEM AUDIT

Company Name:		Date:	
Company Address:		Web Page:	
		Company Age:	
Quality Assurance Mgr:		Plant Size:	
President:	Number of employees:	Number of Q.A. Employees:	
Is your company receptive to source inspection?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
List all standards the quality system is based on			
ANSI/ASQ Z1.4 <input type="checkbox"/>	Mil -Q-9858 <input type="checkbox"/>	Mil-I-45208 <input type="checkbox"/>	Other _____
ISO 9001 <input type="checkbox"/>	ISO 9002 <input type="checkbox"/>	NADCAP <input type="checkbox"/>	
Principle product produced:			
List major customers or programs:			
Special process performed (e.g. welding, plating..etc.):			
Comments:			

REQUIREMENT	YES	NO	N/A	OBSERVATIONS/ COMMENTS/ EXPLANATIONS
1				Supplier has a Quality Manual
2				Supplier has a document and data control procedure
3				Controlled documents are reviewed and approved prior to release by responsible parties
4				Changes to documents are readily identified. Document control numbers and revision levels are identified.
5				Current revisions of applicable documents are maintained at point of use. Obsolete documents are removed.
6				Documents of external origin are controlled
7				A documented procedure for the control of records exists for identification, storage, protection, retrieval, retention, and disposition of records.



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REQUIREMENT		YES	NO	N/A	OBSERVATIONS/ COMMENTS/ EXPLANATIONS
8	Types of Quality Records are identified per record control procedure.				
9	Records are maintained per procedure				
10	Supplier has a Quality Policy				
11	Supplier's Quality Policy is understood, implemented, and maintained at all levels of the organization.				
12	Supplier has a documented, controlled, current organizational chart (attach copy)				
13	Responsibilities and authority of supplier personnel whose work affect quality is defined and documented (HOW?)				
14	All personnel have the freedom to identify and record any problems affecting quality and initiate actions to correct problems and prevent recurrences				
15	Supplier has provided sufficient resources including personnel and equipment for performance of work and quality system activities.				
16	A member of management has been designated to establish, implement, maintain, and report on the quality system.				
17	Supplier conducts management reviews of the Quality System at predefined intervals, and such reviews are documented.				
18	A contract review procedure exists				
19	Purchase orders, contracts, etc. are reviewed by the supplier prior to acceptance, and records of the reviews and related actions are maintained.				
20	Supplier ensures he has the proper equipment / measuring instruments of sufficient accuracy (4:1) to verify all variable and attribute requirements prior to acceptance of PO, contract, etc.				
21	A formal design and development control procedure exists if applicable and addresses design and development planning, inputs, outputs, review, verification, validation, & change.				
22	Records of design & development are maintained.				



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REQUIREMENT		YES	NO	N/A	OBSERVATIONS/ COMMENTS/ EXPLANATIONS
24	An approved supplier list exists for purchased product. A documented procedure exists for evaluation of outside suppliers, criteria for addition to AVL, continued monitoring, and removal from AVL.				
25	Records of supplier qualification and maintenance monitoring activities are available.				
26	The supplier ensures the adequacy of purchase orders prior to placement with respect to quality requirements, technical specifications, etc.				
27	Adequate process controls are in place to ensure conformance to product specifications.				
28	A preventative maintenance program is in effect including records of preventative maintenance activities.				
29	Work instructions are documented and available for personnel performing the operation.				
30	New production processes are evaluated and controlled. There is a documented procedure describing the process controls employed.				
31	Process capability and process potential studies are utilized in a qualifying process.				
32	Identification product is maintained throughout each operation. Steps completed and acceptance status of product in process is evident.				
33	Supplier uses routers, job tickets, shop travelers, computer tracking, etc. to issue production jobs and track their progress. (ATTACH, DESCRIBE FLOWCHART OF TYPICAL PROCESS FROM CONTRACT REVIEW TO ORDER FULFILLMENT)				
34	A comprehensive calibration program exists for the control of inspection, measurement, and test equipment and standards including documented procedure.				
35	Suitable standards exist for calibration activities. Calibration intervals are defined. Calibration labels are used to identify calibration status.				



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REQUIREMENT		YES	NO	N/A	OBSERVATIONS/ COMMENTS/ EXPLANATIONS
36	Supplier schedules and conducts internal audits of the quality system. A documented procedure exists for scheduling, conducting audits, reporting results, corrective actions, OFI, and auditor qualification requirements.				
37	First Piece Inspections, First Article Inspections, or similar inspections are conducted as required.				
38	The supplier has established inspection points in the process to monitor and measure the characteristics of the product to verify compliance to specifications.				
39	Statistical Process Control (SPC) is employed in monitoring process and product characteristics.				
40	Records of inspections and tests including results are maintained on file.				
41	A formal documented non-conforming material procedure exists, including non-conforming material review.				
42	A formal documented procedure exists for Material Review of non-conforming product including the Review Board Members and Chairperson, and requirement for notification to customer for their approval of "Repair" and/or "Use as is" determination.				
43	Non-conforming material is properly labeled, segregated, and stored to prevent inadvertent usage (DESCRIBE METHOD).				
44	Repaired or reworked material is re-inspected and the rework and re-inspection is documented.				
45	Provision for customer notification when delivered product with suspected quality non-conformity exists.				



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			YES	NO	N/A	OBSERVATIONS/ COMMENTS/ EXPLANATIONS
46		The supplier has a documented Preventive Action system.				
47		Product non-conformances, audit findings, customer complaints, etc. are assessed to determine if formal Corrective and/or Preventive Action is warranted.				
48		Corrective Action Requests are issued to responsible individuals and investigated. Root cause as well as corrective action(s) needed to prevent recurrence of identified quality system deficiency.				
49		There is a closed-loop system to ensure the effectiveness of Corrective Actions taken.				
50		Corrective and Preventive Action records are maintained on file.				

Additional Information:

Auditor Name (print): _____

Auditor Signature: _____

Supplier Representative during Audit: _____

Signature of H/S Q.M. after review: _____

Date: _____