



Supplier Quality Management System Audit

Supplier Profile

Company Name: _____

Address: _____

Primary Contact: _____

Type of Business: _____

Principle Personnel

Quality: _____ Phone: _____ Email: _____

Gen. Mgmt.: _____ Phone: _____ Email: _____

Operations: _____ Phone: _____ Email: _____

Technical: _____ Phone: _____ Email: _____

Other: _____ Phone: _____ Email: _____

Other: _____ Phone: _____ Email: _____

Quality Management System

Is Quality Management System compliant with an International/National Standard? Yes No

If Yes, to what standard? _____

Has the Quality Management System been certified to this standard? Yes No

If Yes, please provide a copy of the Certificate.



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Audit Scoring and Requirements

There are 65 questions which are to be answered as follows:

| Check | Description | Score |
|-------|---|-------|
| Yes | System meets the requirement | 2 |
| N/I | System is in place but needs improvement to fully meet the requirement | 1 |
| No | System is not in place or needs major improvement to meet the requirement | 0 |
| N/A | System does not apply to this supplier | 2 |

There are 11 questions for which compliance is mandatory to receive full approval. These questions are in bold & italics, and the fields highlighted, on the audit questionnaire.

As a result of the audit, a supplier's Quality Management System will be ranked:

| Status | Corrective Action | Criteria |
|------------------------|--|---|
| Fully Approved | No corrective action is required. | Score \geq 125 All Mandatory Questions = 2 |
| Conditionally Approved | A written corrective action plan is required. All mandatory questions must be corrected prior to production shipments. | Score \geq 110 Some Mandatory Questions = 1 Mandatory Questions = 0 |
| Not Approved | A written action plan is required. A re-audit is required | Score $<$ 110 Any Mandatory Questions = 0 |

Audit Results

Comments:



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Overall Scoring

| Result | Number | Score | Ext. |
|--------|--------|-------|------|
| Yes | 0 | 2 | 0 |
| N/I | 0 | 1 | 0 |
| No | 0 | 0 | 0 |
| NA | 0 | 2 | 0 |
| | 0 | Total | 0 |

Mandatory Question Scoring

| Result | Number | Score | Ext. |
|--------|--------|-------|------|
| Yes | 0 | 2 | 0 |
| N/I | 0 | 1 | 0 |
| No | 0 | 0 | 0 |
| NA | 0 | 2 | 0 |
| | 0 | Total | 0 |

Conclusion:

Approvals: _____

Key Technology Quality Assurance

Key Technology Quality Manager



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| Quality Management | | Yes | N/I | No | N/A |
|--------------------|--|-----|-----|----|-----|
| 1. | Does the supplier have written Quality Policies consistent with Quality Management System Requirements and business/product complexity? | | | | |
| 2. | Does the supplier have a documented procedure for review, update, and approval of Quality Management System procedures? | | | | |
| 3. | Does the supplier have sufficient personnel to implement the stated policies? | | | | |
| 4. | Does the supplier have a written procedure for the control, retention, and retrieval of records to support the Quality Management System? | | | | |
| 5. | Does the supplier maintain a QA personnel training program which is consistent with product demands? | | | | |
| 6. | Does the supplier have a documented procedure defining its internal quality audit system? | | | | |
| 7. | Does the supplier's Quality organization clearly have the authority to withhold items that have not met acceptable quality levels? | | | | |

| Quality Planning | | Yes | N/I | No | N/A |
|------------------|---|-----|-----|----|-----|
| 8. | Does Quality Assurance review drawings, specifications, test procedures, etc. to assure compliance to contracts? | | | | |
| 9. | Does Quality Assurance review production planning to assure completeness, sequence of operation and inspection call-outs? | | | | |
| 10. | Are supplier's Quality forms identified and revision controlled? | | | | |
| 11. | Does the supplier have procedures for the storage, maintenance, inspection and test of Customer furnished material? | | | | |

| Analysis of Data / Metrics | | Yes | N/I | No | N/A |
|----------------------------|---|-----|-----|----|-----|
| 12. | Does the supplier measure the effectiveness of its Quality Management System? | | | | |
| 13. | Do these data/metrics measure customer satisfaction, conformity to requirements, and sub-suppliers? | | | | |
| 14. | Does the supplier identify performance targets for these data/metrics and implement corrective actions when requirements are not met? | | | | |



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| | Corrective Action / Preventive Action | Yes | N/I | No | N/A |
|------------|---|------------|------------|-----------|------------|
| 15. | <i>Does the supplier have a documented procedure for corrective action?</i> | | | | |
| 16. | Does the supplier include in its root cause investigation both the root cause for why the nonconformance was made and why it was shipped to the customer? | | | | |
| 17. | Does the supplier verify the effectiveness of corrective actions? | | | | |
| 18. | Does the supplier validate over time the effectiveness of corrective actions? | | | | |
| 19. | <i>Does the supplier have a documented procedure for preventive action?</i> | | | | |

| | Drawing and Change Control | Yes | N/I | No | N/A |
|-----|---|------------|------------|-----------|------------|
| 20. | Do the supplier's change control procedures apply to all documents affecting the Quality Program? | | | | |
| 21. | Does Quality Assurance monitor changes for compliance to contractual requirements? | | | | |
| 22. | Is there a system in place to preclude the use of obsolete drawings or specifications? | | | | |
| 23. | If uncontrolled copies are allowed, are they marked as such? | | | | |
| 24. | Do change notices specify effectivity and disposition of parts affected by the change? | | | | |
| 25. | Does the supplier have a process to control "red-line" changes? | | | | |
| 26. | Does Quality Assurance verify changes incorporated and effectivities? | | | | |
| 27. | Does the supplier change the part number(s) when introducing changes which affect the form, fit, function or interchangeability of the product? | | | | |

| | Control of Procured Material | Yes | N/I | No | N/A |
|------------|---|------------|------------|-----------|------------|
| 28. | Do supplier's purchase orders incorporate Quality Management System requirements? | | | | |
| 29. | <i>Does the supplier have a process for identifying approved sources for supply?</i> | | | | |
| 30. | Are purchase orders placed only with approved sources? | | | | |



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| | | | | | |
|-----|--|--|--|--|--|
| 31. | Does Incoming Quality use specifications, drawings, and purchase documents? | | | | |
| 32. | Are Incoming Quality facilities adequate for the material purchased? | | | | |
| 33. | Are certifications/test reports furnished with raw material, as appropriate? | | | | |

| Material Control | | Yes | N/I | No | N/A |
|-------------------------|--|-----|-----|----|-----|
| 34. | Does the supplier have a Production Control System? | | | | |
| 35. | Does the supplier have an adequate system for the identification of material; is in-process material identified as to inspection status? | | | | |
| 36. | Are only accepted and clearly identified materials received into stock? | | | | |
| 37. | Is customer furnished material segregated? | | | | |
| 38. | Does the supplier have a system to prevent the unauthorized release of material and parts? | | | | |
| 39. | Are storage facilities and material handling adequate to prevent damage to materials? | | | | |

| Inspection Controls | | Yes | N/I | No | N/A |
|----------------------------|--|-----|-----|----|-----|
| 40. | <i>Are Inspection/Test facilities well equipped, clean and properly lighted?</i> | | | | |
| 41. | Are inspection points pre-determined within the manufacturing cycle? | | | | |
| 42. | Do inspection stations use up to date documents and provide for the removal of obsolete documents? | | | | |
| 43. | Are inspection/test procedures utilized? | | | | |
| 44. | Are workmanship standards maintained / implemented? | | | | |
| 45. | Does Quality Assurance conduct and/or participate in product testing? | | | | |

| Calibration | | Yes | N/I | No | N/A |
|--------------------|---|-----|-----|----|-----|
| 46. | <i>Does the supplier have a process governing the periodic recalibration of tools, test equipment and gages?</i> | | | | |



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| | | | | | |
|-----|--|--|--|--|--|
| 47. | Are standards, equipment and environment consistent with calibration requirements? | | | | |
| 48. | Are standards traceable to the national or international standards? | | | | |
| 49. | Are processes defined for calibration, certification and maintenance? | | | | |
| 50. | Is non-calibrated equipment identified? | | | | |
| 51. | Is equipment audited to prevent use beyond calibration dates? | | | | |
| 52. | Are employee-owned tools included in the calibration system? | | | | |
| 53. | Is production tooling calibrated or periodically inspected? | | | | |

| | Non-conforming Material | Yes | N/I | No | N/A |
|-----|--|------------|------------|-----------|------------|
| 54. | <i>Does the supplier have a written procedure for the review of material that deviates from drawing/specification requirements?</i> | | | | |
| 55. | Is non-conforming material diverted to a controlled area and properly identified? | | | | |
| 56. | Is reworked / repaired material routed back through inspection upon completion? | | | | |
| 57. | Are records kept and traceable to the material? | | | | |
| 58. | Is there a system in place for the processing of customer rejects? | | | | |
| 59. | Is a Failure Analysis Program in effect? | | | | |
| 60. | Is scrap material permanently identified? | | | | |

| | Process Control | Yes | N/I | No | N/A |
|-----|---|------------|------------|-----------|------------|
| 61. | Does the supplier use customer approved subcontractors when required? | | | | |
| 62. | Is there a system of process control in place? | | | | |
| 63. | Is the system capable of segregating material processed during out-of-control period? | | | | |



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| | | | | | |
|-----|---|--|--|--|--|
| 64. | Does the supplier have processes that ensure that prior to shipment all inspections, tests, and doc reviews have been performed? | | | | |
| 65. | <i>Does the supplier have documented procedures for the training of all personnel performing activities affecting quality?</i> | | | | |