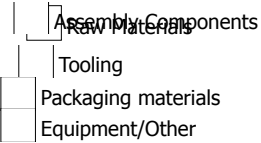


SUPPLIER AUDIT PROCESS & PRODUCT QUALITY

Audit No:
Date:
Supplier:
Location:
Purchased Product:

Supplier Represented By:



Auditor Instructions :

Evaluate each component within the 12 elements for effectiveness as appropriate and score them as follows:

- Component fully compliant : 9 - 10
- Few Minor deficiencies : 7 - 8
- Few Major deficiencies : 5 - 6
- Several Major deficiencies : 3 - 4
- System virtually Non-effective : 1 - 2
- No System whatsoever : 0
- Component not relevant : leave blank

Overall Audit Results - Percentage:

Evaluation (based on audit results):

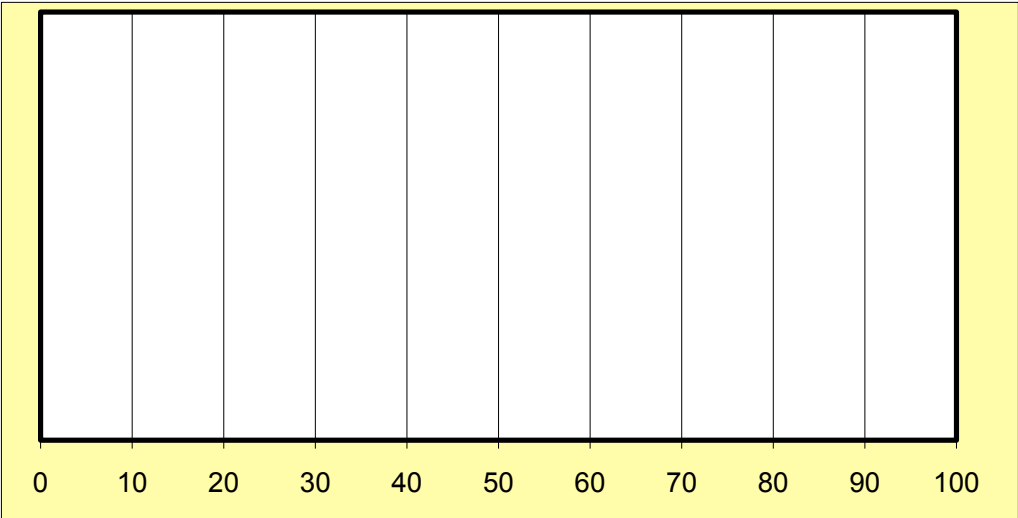
Evaluation Criteria:

85-100: Requirements Satisfied
 70-84: Acceptable (improvements needed)
 < 70: Unacceptable (immediate improvements necessary)

A "Requirements Satisfied" evaluation shall be denied, if any component receives a score **below 7**.

Elements

1. Contract Review
2. Safety / Health / Quality Planning
3. Production Control
4. Purchasing
5. Goods Receiving
6. Stores
7. Manufacturing
8. Quality Control
9. Shipping
10. Quality Assurance
11. Management Review
12. Records & Documentation



1. Contract Review 1.1 Capacity / raw materials available 1.2 Purchase Order / Agreement sign off (between supplier & AAP) 1.3 Correct Issue of customer Specification available & controlled 1.4 Special customer needs / requirements known <div style="text-align: right;">Avg. Score</div>			<div style="text-align: center;">Comments:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr style="background-color: yellow;"><td> </td></tr> </tbody> </table>										
2. Safety / Health / Quality Planning 2.1 Documentation of safety management system / Safety Policy 2.2 Accidents / Incidents Recorded with action plans 2.3 Safety Improvement Planning / accident prevention program 2.4 Production planning sufficiently detailed 2.5 Supplier documents match customer Purchase Specification requirements 2.6 Final Inspection / Sign Offs / Final testing 2.7 Skills / knowledge for technical personnel identified & documented 2.8 ISO-14001 certified or environmental management system in place 2.9 Any environmental violations in the past 2 years. <div style="text-align: right;">Avg. Score</div>			<div style="text-align: center;">Comments:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr style="background-color: yellow;"><td> </td></tr> </tbody> </table>										
3. Production Control 3.1 Information Flow Defined / Allocation of Resources 3.2 Order backlog / Scheduling system used 3.3 Capacity planning in use 3.4 Planning system monitored / evaluated 3.5 Stocking policy and procedure in place for key resources / materials <div style="text-align: right;">Avg. Score</div>			<div style="text-align: center;">Comments:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr style="background-color: yellow;"><td> </td></tr> </tbody> </table>										
4. Purchasing 4.1 Supplier evaluation process (including wearable maintenance items) 4.2 Approved suppliers listed / documented 4.3 Approved suppliers used for orders of supplies related to customer materials 4.4 Effectiveness of supplier quality verification (including corrective actions, etc.) 4.5 Supplier performance monitoring - (on time / quality / improvement targets) <div style="text-align: right;">Avg. Score</div>			<div style="text-align: center;">Comments:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr style="background-color: yellow;"><td> </td></tr> </tbody> </table>										

5. Goods Receiving	Comments:	
5.1 Purchase order info available (Special Reqts, Certs etc.)		
5.2 Nature of QC checks (sampling established & recorded)		
5.3 Test / Inspection Equipment effectiveness & calibration status		
5.4 Identification / Control of wearable parts & batch traceability		
5.5 Quarantine Area / Identification of non-conforming materials / Traceability		
5.6 FIFO / Housekeeping		
Avg. Score		

6. Stores	Comments:	
6.1 Materials available / access controlled		
6.2 Labeling / Identification of parts / status		
6.3 Condition of stores area / shelf-life monitoring		
6.4 FIFO. / Housekeeping		
Avg. Score		

7. Manufacturing	Comments:	
7.1 Machine / Equipment Condition / Age / Preventive Maintenance Program		
7.2 Work order detail / Work station availability		
7.3 Manufacturing controls - 1st piece inspection / acceptance		
7.4 Process controls detailed (e.g. settings, temp, time, speed, etc.)		
7.5 Labeling / Identification / Control of non-conforming goods & rework		
7.6 Training process uses skills matrix / competency evaluations		
7.7 Control of 'Special Processes' required by customer		
7.8 Suitability of work environment		
Avg. Score		

8. Quality Control	Comments:	
8.1 QC / Laboratory facilities available		
8.2 Calibration of equipment - Use of Measurement System Analysis		
8.3 QC inspection responsibility clearly identified / controlled		
8.4 1st piece inspection / acceptance documented and validated		
8.5 Control of non-conforming material / Use of quarantine area		
8.6 Sample plan / Test frequency		
Avg. Score		

9. Shipping

- 9.1 Packaging capability / materials / housekeeping
- 9.2 Order details available (requirements for certifications, etc)
- 9.3 Shipping containers cleaned & verified as appropriate

Avg. Score

		Comments:

10. Quality Assurance

- 10.1 Customer complaint management (corrective / preventive action planning)
- 10.2 Internal audit system - areas covered / schedule / checklists
- 10.3 Auditor training / records available
- 10.4 Audit status - Action plans documented / Timeliness / Monitoring
- 10.5 Continuous improvement methodologies used (Kaizen / Lean / 5S, etc)

Avg. Score

		Comments:

11. Management Review

- 11.1 Frequency & effectiveness of planning
- 11.2 Scope of meeting & attendees (e.g. Sales / Manuf / Tech / Quality)
- 11.3 Minutes / action items documented (evidence of follow-up)

Avg. Score

		Comments:

12. Records & Documentation

- 12.1 Record retention scheme defined and effective
- 12.2 Retention periods appropriate
- 12.3 Storage method adequate (electronic backup/environmental protection, etc.)
- 12.4 Quality / Training records observed during audit
- 12.5 Documentation control for SOPs and quality system

Avg. Score

		Comments: