

Supplier Quality System Audit Report



Name of Supplier : ABCD Pvt. Ltd.

Supplier Representative :-

Representative.

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Sr.No.	Description	Observation	Rating	Action Plan	Target Date	Compl. Date
A GENERAL						
1	Comparison of drawing status with P.O.					
2	Confirm availability of standards					
3	Are drawings & standards properly controlled ?					
4	Do they have process flow chart & control plan ?					
B INCOMING MATERIAL CONTROL						
5	Are quality plans available? Do they follow quality plans ?					
6	Comparison of test certificate w.r.t. Quality plan ?					
7	Is rejected material identified & kept separately?					
8	Status of incoming material. Is it properly identified?					
9	Are sampling plans being followed ?					
10	Is the accepted material stored properly to avoid damage & deterioration ?					
11	Do they have FIFO system? Do they follow the same ?					
12	Are adequate inspection facilities available ?					
13	Is quality record for incoming material available ?					
C PRODUCTION PROCESS						
14	Do they have work instruction? Quality Check Points? Are they controlled?					
15	Are the operators aware of work procedure?					
16	Do the work instruction & quality check points are clearly known & understood by all operators?					
17	Do they have system of rejection handling to prevent mixing of OK & NG parts?					
18	Is Pokayoke done for other having quality problems?					
D IN-PROCESS QUALITY CONTROL						
19	Is there a system of first piece approval? Does it confirm to process plan?					
20	Is there a system of in process inspection as per process plan?					
E CALIBRATION						
21	Is there a list of gauges / inspection fixtures & instruments ?					
22	Are they calibrated ?					
23	Is the calibration frequency being followed?					
24	Are calibration History Card available?					
F SPECIAL PROCESSES						
25	Are work instruction available near working area?					
G STATISTICAL QUALITY CONTROL						
26	Are variable control charts for critical dimensions available & being used?					
H NON-CONFORMANCE						
27	Is record for non-conformance available?					
28	Is the corrective action taken for the nonconformances during previous quality audit?					
I FINISHED PRODUCT QUALITY						
29	Are quality plan for finished products available?					
30	Are sampling plans available?					
31	Is quality records as per quality plan available?					
J OTHER POINTS						
32	Are production shop cleaned & adequately lighted?					
33	Does made of packing & dispatch assure damage free suppliers? Is there system for proper identification of items?					
34	Can quality records be easily retrieved?					
35	Is Retention period defined for Quality records & being followed ?					
36	Is there evidence of effective communication of customer					
37	Is the customer complaints records are being maintained ? & Is there evidence of appropriate C.A. & It's effectiveness verification ?					

Rating : 0 : Poor 1 : Average 2 : Good 3 : Excellent

Rating Summary --

Section	Applicable / Not applicable	Total Points	Obtained	Remark (If any) :
A		2	0	
B		0	0	
C		0	0	
D		0	0	
E		0	0	
F		0	0	
G		0	0	
H		0	0	
I		0	0	
J		0	0	
		2	0	

Conclusion :

- 1) 90 to 100% - Supplier is having excellent system
- 2) 80 to 89 % - Supplier maintains good systems
- 3) 70 to 79 % - Supplier is having satisfactory system however minor lapses exists
- 4) 60 to 69 % - Supplier can be approved only after time bound action plan
- 5) less than 60% - Supplier systems are very poor hence not accepted

0%