

ISO 9001 – PURCHASE AUDIT CHECKLIST

FORMAT NO.:

Date & Time		Auditors list	Auditee(s) list	
#	Checklist Points	Observations		Status
01	Is there purchasing procedures Is cleared for all the purchase peoples?			
02	What is the sequences and interaction of the procedures of the purchasing?			
03	Is there user department indents consider for the purchasing the material? If not what is the base of the purchasing material?			
04	Is there purchase order have been approved by authorized person? Or user department approvals?			
05	The purchases planned for the consumables and raw material goods receipts have been followed properly?			
06	How the billings are tracking against purchase order? Is there balance material / pending quantity from supplier are identification and recording are maintained?			
07	All the delivery slips / material bills are recorded properly?			
08	What is the procedure for vendor evaluation? Is there supplier evaluation is updated? What is method? Quality, time and delivery are considered?			
09	Is there Evaluation of the purchasing is prepared? Maintained and updated?			
Auditors Signature:		Auditee Signature:		