

Supplier Audit Check Sheet

QAV date	
Supplier Name	
Auditor Name	
Project	

Legend	
G = Ready for Mass Production	
Y = Improvement Required	
NA = Item not Applicable to Supplier	

Item #	Item	Check Method	Action Plan
GYR	A		
1	Does the receiving inspector understand the critical control points?	Check control plan	
2	What is your inspection frequency?		
3	What is the action plan when you find non-conforming materials?	Review containment	
4	How is the lot control used and is it traceable?	View lot control	
5	Do you perform audits of your suppliers?	Check for evidence	
6	How are your urgent release items handled?	Check procedure	

Item #	Item	Check Method	Action Plan
B			
1	Are the parts/materials labeled correctly?	Verify online materials	
2	Is there any mixing concerns?	View similar parts	
3	Is there any handling concerns?	Experience handling system	
4	Is there clear methods of preventing contamination (dust, dirt, etc)?	Inspect actual plant and	
5	How is the shelf life of materials controlled (if any)?	Check for expiration dates	
6	Is FIFO system followed?	Check for this system	
7	Is there a lot control process for all in-process parts and materials?	View lot trace system	

Item #	Item	Check Method	Action Plan
C			
1	Are machine setting conditions checked at each run?	Check setup sheets	
2	Are all sensors including Poke/Yoke verified as working?	Check machine setup sheets	
3	Are limit samples identified and approved?	Verify on line	
4	Are calibrated items past their expiration date?	Check visually	
5	How is equipment verified after repair/maintenance or changeovers?	Check procedure	
6	Does the company have a TPM system?	Ask to see procedure	
7	How often is TPM performed?	Check TPM schedule	
8	Is sufficient replacement parts available for worn out equipment?	Check area parts are kept	
9	Can a process stop before an automatic process is finished?	Verify on line	
10	How many attempts are made before the machine rejects the part?	Check on line	
11	What is the procedure for tracking machine repair/adjustment/replacement/trouble?	Machine trouble log	
12	Is there a procedure for restarting the line?	Ask what procedure is	