

Supplier Quality Checklist Summery

Supplier Name			Subsy	YSTEM RA	TINGS			
Date Survey Team Leader	Score (%)	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	WEIGHT	W ЕІСНТЕD ТОТАL
SUBSYSTEMS	S	20	40	70	85	100	8	₹
Quality Policy/Management Review		0	21	41	71	86	.083	
Quality System							.03	
Contract Review							.03	
Design Control							.03	
Document and Data Control							.083	
6. Purchasing							.03	
7. Control of Customer Supplied Products							.03	
8. Product Identification and Traceability							.03	
9. Process Control							.03	
10. Inspection and Testing							.03	
11. Control of Inspection, Measuring and Test Equipment							.03	
12. Inspection and Test Status							.03	
13. Control of Nonconforming Product							.1	
14. Corrective & Preventative Action							.1	
15. Handling, Storage, Packing, Preservation, & Delivery							.03	
16. Control of Quality Records							.03	
17. Internal Quality Audits							.083	
18. Training							.03	
19. Servicing							.03	
20. Statistical Techniques							.03	
								1

System Rating System Rating

86 - 100 Outstanding 71 - 85 Satisfactory Previous System Rating

71 - 85 Satisfactory
41 - 70 Improvement Needed
21 - 40 Significant Deficiency

Previous System Rating

0 - 20 No System



SUPPLIER QUALITY AUDIT CHECKLIST 1. QUALITY POLICY

Со	mpany		FACTOR	RATING	(R)		0	
Da	rveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
	DESCRIPTION	0	1	2	3	4	Α̈́Θ	ŏ
1.	Has the supplier's management, with executive responsibility for quality, defined and documented its policy for quality?							
2.	At all levels of the organization has the policy been understood?							
3.	At all levels of the organization has the policy been implemented?							
4.	At all levels of the organization has the policy been maintained?							
5.	Has the supplier's management, with executive responsibility, appointed a member of their own management as the management representative?							
6.	Does the management, with executive responsibility, review the quality system?							
Total Available Points								
Element Rating								
			Total	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 2. QUALITY SYSTEM

Company		SUBSYS	TEM RAT	INGS		0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AILABLE POINTS (4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	AV. OR	S
Has the supplier established, documented, and maintained its quality system as a means of ensuring product conformity to specified requirements?							
Does the quality manual include or make reference to the quality system procedures?							
Has the quality system and its documented procedures been effectively implemented?							
Total Available Points							
Element Rating							
		Total	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 3. CONTRACT REVIEW

Company		FACTOR	RATING	(R)		0)	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (Score
DESCRIPTION	0	1	2	3	4	₹ ō	Ň
 Has the supplier established and maintained documented procedures for contract review and for the coordination of these activities? 							
2. Before submission of a tender, or the acceptance of a contract or order, has the supplier reviewed the tender, contract or order to ensure that the requirements are adequately defined and documented?							
3. Before submission of a tender, or the acceptance of a contract or order, has the supplier reviewed the tender, contract or order to ensure that the supplier has the capability to meet the contract or order requirements?							
4. Has the supplier identified how an amendment to a contract is made and correctly transferred to the functions concerned within the supplier's organization?							
5. Have contract review records been maintained?							
				Total A	vailabl	e Points	
Element Rating							
		Total	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 4. DESIGN CONTROL

Company		FACTOR	RATING	(R)		9	
Data			ţ				
Date	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	LE POINTS INTS)	
Surveyor	NON NO	Signil		satisf	_	AVAILABLE FOR AVAILABLE	Score
DESCRIPTION	0	1	2	3	4	∢ ō	Ň
1. Has the supplier established and maintained documented procedures to control and verify the design of the product in order to ensure that the specified requirements are met?							
2. Have the design input requirements relating to the product, including applicable statutory and regulatory requirements been identified and documented and their selection reviewed by the supplier for adequacy?							
3. Have incomplete, ambiguous, or conflicting requirements been resolved with those responsible for imposing these requirements?							
4. Has design output been documented and expressed in terms that can be verified and validated against design input requirements?							
5. Have formal documented reviews of the design results been planned and conducted at appropriate states of design?							
6. Do participants at each design review include representatives of all functions concerned with the design state being reviewed?							
7. Has design verification been performed, at appropriate states of design, to ensure that the design state output meets the design stage input requirements?							
				Total A	vailable	e Points	
				I	Elemen	t Rating	
		Total	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 5. DOCUMENT AND DATA CONTROL

Company		FACTOR	RATING	(R)		0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	∢ ō	Ś
1. Has the supplier established and maintained documented procedures to control all documents and data that relate to the requirements such as standards and customer drawings?							
2. Have the documents and data been reviewed and approved for adequacy by authorized personnel prior to issue?							
3. Does the control ensure that pertinent issues of appropriate documents are available at all locations where operations essential to the effective functioning of the quality system are performed?							
4. Does the control ensure that invalid and/or obsolete documents are promptly removed from all points of issue or use, or otherwise assured against unintended use?							
5. Are process management plans established and for critical parameters followed?							
6. Are changes to documents and data reviewed and approved by the same functions/organizations that performed the original approval, unless specifically designated otherwise?							
				Total A	vailable	e Points	
				ı	Elemen	t Rating	
		Total	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 6. PURCHASING

Company		FACTOR	RATING	(R)		0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	δğ	ŏ
1. Has the supplier established and maintained documented procedures to ensure that purchased product (results of activities or processes) conforms to specified requirements?							
2. Has the supplier evaluated and selected subcontractors on the basis of their ability to meet subcontract requirements including the quality system and any specific quality assurance requirements?							
3. Has the supplier established and maintained quality records of acceptable subcontractors?							
4. Do the purchasing documents contain data clearly describing the product ordered, including as applicable, type, class, style, grade, or other precise information?							
5. Has the supplier specified verification arrangements and the method of product release in the purchasing documents, where the supplier proposes to verify purchased product at the subcontractor's premises?							
				Total A	vailable	e Points	
				I	Elemen	t Rating	
		Total	Score /	Total A	vailable	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 7. CONTROL OF CUSTOMER-SUPPLIED PRODUCT

Company		FACTO	RATING	(R)		0)	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AILABLE POINTS 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	AV	Ň
1. Has the supplier established and maintained documented procedures for the control of verification, storage, and maintenance of customer-supplied product provided for incorporation into the supplies or for related activities?							
				Total A	vailabl	e Points	
Element Rating							
		Total	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 8. PRODUCT IDENTIFICATION AND TRACEABILITY

Company	FACTOR RATING (R)					0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AILABLE POINTS 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	AV	Ň
1. Where appropriate, has the supplier established and maintained documented procedures for identifying the product by suitable means from receipt and during all stages of production, delivery, and installation?							
				Total A	vailabl	e Points	
Element Rating							
		Tota	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 9. PROCESS CONTROL

Company		FACTOR	RATING	(R)		0	
Date	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (Score
DESCRIPTION	0	1	2	3	4	ĕ ö	ŭ
1. Has the supplier identified and planned the production, installation and servicing processes that directly affect quality and ensured that these processes are carried out under controlled conditions?							
2. Do the controlled conditions include documented procedures defining the manner of production, installation, and servicing, where the absence of such procedures would adversely affect quality?							
3. Do the controlled conditions include monitoring and control of suitable process parameters & production characteristics?							
4. Do the controlled conditions include criteria for workmanship, which shall be stipulated in the clearest practical manner, i.e. written standards, samples, or illustrations?							
5. Do the controlled conditions include suitable maintenance of equipment to ensure continuing process capability?							
6. Have these processes been continuously monitored and process parameters controlled to ensure the specified requirements are met?							
				Total A	wailabl	e Points	
				ļ	Elemen	t Rating	
		Total	Score /	Total A	wailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 10. INSPECTION AND TESTING

Company		FACTO	RATING	(R)	ı	0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	₹ g	SC
1. Has the supplier established and maintained documented procedures for inspection and testing activities in order to verify that the specified requirements for the product are met?							
2. Has the supplier ensured that incoming product is not used or processed until it has been inspected or otherwise verified as conforming to specified requirements?							
3. Does the supplier inspect and test the product as required by the quality plan and/or documented procedures?							
4. Has the supplier carried out all final inspection and testing in accordance with the quality plan and/or documented procedures to complete the evidence of conformance of the finished product to the specified requirements?							
5. Does the quality plan and/or documented procedures provide evidence that all specified inspections and test, including those specified either on receipt of product on in-process, have been performed, and that the results meet specified requirements?							
6. Has the supplier established and maintained records that provide evidence that the product has been inspected and/or tested?							
7. Do the records clearly indicate if the product has passed or failed the inspections and/or tests to defined acceptance criteria?							
		ı		Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 10. INSPECTION AND TESTING

Element Rating	
Total Score / Total Available Points	

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Supplier Quality Audit Checklist 11. Control of Inspection, Measuring, & Test Equipment

Company			FACTOR	RATING	(R)		9	
Date				ent	,	ß.		
	Tet A		icant ency	veme ed	actory	andin	E P	
Surveyor	No. S. C. S.		Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS OR 4 POINTS)	Score
DESCRIPTION	0	١	1	2	3	4	₹ō	Ň
 Has the supplier established and maintal documented procedures to control, calibrate, maintain inspection, measuring and test equipments including software, used by the supplier to demonst the conformance of product to the spectage requirements 	and nent, trate							
2. Has the calibration process for inspection, measu and test equipment been defined?	ring,							
3. Does the calibration process include details equipment type?	of							
4. Does the calibration process include details of un identification?	ique							
5. Does the calibration process include details of location	on?							
6. Does the calibration process include details frequency of checks?	of							
7. Does the calibration process include details of cl method?	neck							
8. Does the calibration process include details acceptance criteria?	of							
9. Does the calibration process include details of action be taken when the results are unsatisfactory?	on to							
10. Does the calibration process include details of winspection and test equipment has been found to be of calibration, has the validity of previous inspection test results been assessed and documented?	out							
					Total A	vailable	e Points	
					İ	Elemen	t Rating	
			Total	Score /	Total A	vailable	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 12. INSPECTION AND TEST STATUS

Company		FACTO	RATING	(R)		0)	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	δÖ	Š
Has the inspection and test status of product, which indicates the conformance or non-conformance of product with regard to inspection and tests performed, been identified by suitable means?							
				Total A	vailabl	e Points	
Element Rating							
		Tota	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 13. CONTROL OF NON-CONFORMING PRODUCT

Company		FACTOR	RATING	(R)		9	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	Ąΰ	ŏ
1. Has the supplier established and maintained documented procedures to ensure that product that does not conform to specified requirements is prevented from unintended use or installation?							
2. Has the responsibility for review and authority for the disposition of nonconforming product been defined?							
3. Review and disposition of nonconforming product: Is it reworked to meet specified requirements?							
4. Review and disposition of nonconforming product: Is it accepted with or without repair by concession?							
5. Review and disposition of nonconforming product: Is it regarded for alternative applications?							
6. Review and disposition of nonconforming product: Is it rejected or scrapped?							
				Total A	vailable	e Points	
				Ī	Elemen	t Rating	
		Total	Score /	Total A	vailable	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 14. CORRECTIVE AND PREVENTATIVE ACTION

Company		FACTO	RATING	(R)		0)	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	SCORE
DESCRIPTION	0	1	2	3	4	▼ 0	Ś
Has the supplier established and maintained procedures for implementing corrective and preventative action?							
Have the changes to the documented procedures resulting from corrective and preventative action been implemented and recorded							
Have customer complaints and reported product non- conformities been effectively handled?							
4. Have the causes of non-conformities in product, process, and quality system been investigated and the results of the investigations recorded?							
5. Have the corrective actions needed to eliminate the causes of non-conformities been determined?							
				Total A	Availabl	e Points	_
Element Rating							
		Tota	Score /	Total A	Availabl	e Points	

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Supplier Quality Audit Checklist 15. Handling, Storage, Packaging, Preservation, & Delivery

Company		FACTO	RATING	(R)		0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	ORE
DESCRIPTION	0	1	2	3	4	Ą Ŗ	SC
1. Have documented procedures for handling, storage, packaging, preservation, and delivery of product been established and maintained?							
2. Have designated storage areas or stock rooms been provided to prevent product damage or deterioration, pending use or delivery?							SCORE
3. Has the quality of the product been protected after final inspection and test?							
				Total A	Availabl	e Points	
					Elemen	t Rating	
		Tota	Score /	Total A	Availabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 16. CONTROL OF QUALITY RECORDS

Company		FACTO	RATING	(R)		<u> </u>	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	∢ ō	Ō
1. Have documented procedures been established and maintained for identification, collection, indexing, access, filing, storage, maintenance, and disposition of quality records?							
Are all quality records legible and identifiable to the relevant product?							
3. Are the quality records stored and maintained so that they are readily retrievable?							
4. Are quality records stored in facilities that provide a suitable environment to minimize deterioration and damage to prevent loss?							
Total Available Points							
Element Rating							
		Total	Score /	Total A	vailable	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 17. INTERNAL QUALITY AUDITS

Company		FACTOR	RATING	(R)		0)	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	A	Š
Has the supplier established and maintained documented procedures for planning and implementing internal quality audits?							
Have the audits determined the effectiveness of the quality system?							
3. Have the results of the audits been brought to the attention of personnel having responsibilities in the areas audited?							
				Total A	vailabl	e Points	
Element Rating							
		Total	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 18. TRAINING

Company		FACTO	RATING	(R)		0)	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AILABLE POINTS 4 POINTS)	CORE
DESCRIPTION	0	1	2	3	4	Av	Ň
Has the supplier established and maintained documented procedures for identifying training needs and providing for the training of all personnel performing activities affecting quality? Have the appropriate records been maintained?							Score
				Total A	vailabl	e Points	
Element Rating							
		Tota	Score /	Total A	vailabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 19. SERVICING

Company		FACTO	RATING	(R)		(0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AILABLE POINTS (4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	A OR	Š
1. Where servicing is a specified requirement, has the supplier established and maintained documented procedures for performing, verifying, and reporting that the service meets the specified requirements?							Sc
				Total A	vailabl	e Points	
				ı	Elemen	t Rating	
		Tota	Score /	Total A	Availabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST 20. STATISTICAL TECHNIQUES

Company		FACTO	RATING	(R)		0	
Date Surveyor	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding	AVAILABLE POINTS (OR 4 POINTS)	Score
DESCRIPTION	0	1	2	3	4	Ą	Š
Has the need for statistical techniques been identified?							
2. Have adequate statistical techniques for controlling and verifying process capability and product characteristics, been established?							
				Total A	Availabl	e Points	
				I	Elemen	t Rating	
		Tota	Score /	Total A	Availabl	e Points	

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SUPPLIER QUALITY AUDIT CHECKLIST

RATING GUIDELINES

RATING	DEFINITION
N/A	Not Applicable - Indicate Available Points = 0
0	The item or procedure is NOT included in the supplier's quality system.
1	The item or procedure is included in the quality system, but planning and execution both require SUBSTANTIAL improvement.
2	The item or procedure is included in the quality system, and is generally acceptable; however, the level of planning or execution still requires SOME improvement.
3	The item or procedure is included in the quality system. Planning and execution both MEET requirements.
4	The item or procedure is included in the quality system. Planning and execution are both thorough and outstanding.

SUPPLIER CORRECTIVE ACTION RESPONSE

ALL QUESTIONS WITH A 0 OR 1 SCORE REQUIRE A WRITTEN CORRECTIVE ACTION PLAN WITHIN THIRTY (30) DAYS OF THE SURVEY DATE.

SUBSYSTEM CORRECTIVE ACTION RESPONSE

Element Rating =	= Total Score Points Total Available Points
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Subsystem Rating = Element Score (%) x Weight

System Rating = Subsystems 1-20 Totals

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