

Supplier Quality Checklist Summery

Supplier Name	SCORE (%)	SUBSYSTEM RATINGS					WEIGHT	WEIGHTED TOTAL
		No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
		20	40	70	85	100		
Date		0	21	41	71	86		
Survey Team Leader								
SUBSYSTEMS								
1. Quality Policy/Management Review							.083	
2. Quality System							.03	
3. Contract Review							.03	
4. Design Control							.03	
5. 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	

SYSTEM RATING

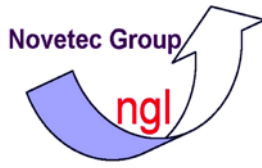
- 86 - 100 Outstanding
- 71 - 85 Satisfactory
- 41 - 70 Improvement Needed
- 21 - 40 Significant Deficiency
- 0 - 20 No System

System Rating

Previous System Rating

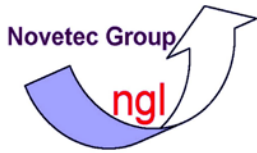
Previous Rating Date

CONFIDENTIAL



SUPPLIER QUALITY AUDIT
CHECKLIST
1. QUALITY POLICY

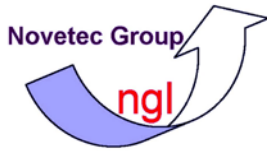
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. Has the supplier's management, with executive responsibility for quality, defined and documented 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 Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

2. QUALITY SYSTEM

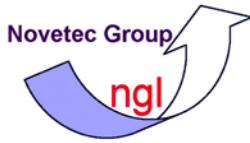
Company	SUBSYSTEM RATINGS					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE	
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding			
Date	0	1	2	3	4			
Surveyor	DESCRIPTION							
Total Available Points								
Element Rating								
Total Score / Total Available Points								



SUPPLIER QUALITY AUDIT CHECKLIST

3. CONTRACT REVIEW

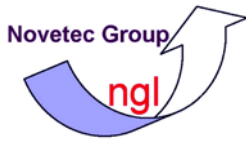
Company	FACTOR RATING (R)					AVAILABLE POINTS (O OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. Has the supplier established and maintained documented procedures for contract review and for the 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 Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

4. DESIGN CONTROL

Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
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 Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

5. DOCUMENT AND DATA CONTROL

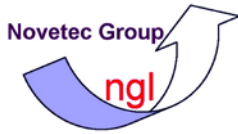
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE	
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding			
Date	0	1	2	3	4			
Surveyor	DESCRIPTION							
Total Available Points								
Element Rating								
Total Score / Total Available Points								



SUPPLIER QUALITY AUDIT CHECKLIST

6. PURCHASING

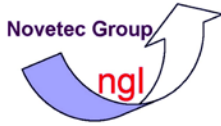
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor	DESCRIPTION						
	1. Has the supplier established and maintained documented procedures to ensure that purchased product (results 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 Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

7. CONTROL OF CUSTOMER-SUPPLIED PRODUCT

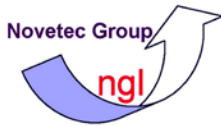
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. Has the supplier established and maintained documented procedures for the control of verification,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



SUPPLIER QUALITY AUDIT CHECKLIST

8. PRODUCT IDENTIFICATION AND TRACEABILITY

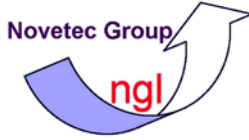
Company	FACTOR RATING (R)					AVAILABLE POINTS (O OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor	DESCRIPTION						
	1. Where appropriate, has the supplier established and maintained documented procedures for identifying the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



SUPPLIER QUALITY AUDIT CHECKLIST

9. PROCESS CONTROL

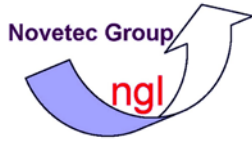
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor	DESCRIPTION						
Total Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

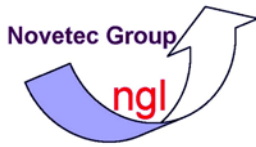
10. INSPECTION AND TESTING

Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor	DESCRIPTION						
Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST 10. INSPECTION AND TESTING

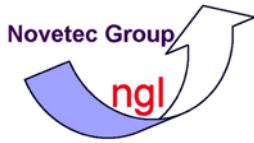
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Total Score / Total Available Points	<input type="text"/>



SUPPLIER QUALITY AUDIT CHECKLIST

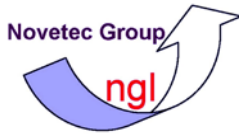
11. CONTROL OF INSPECTION, MEASURING, & TEST EQUIPMENT

Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. Has the supplier established and maintained documented procedures to control, calibrate, and maintain inspection, measuring and test equipment, including software, used by the supplier to demonstrate the conformance of product to the specified requirements							
2. Has the calibration process for inspection, measuring, and test equipment been defined?							
3. Does the calibration process include details of equipment type?							
4. Does the calibration process include details of unique identification?							
5. Does the calibration process include details of location?							
6. Does the calibration process include details of frequency of checks?							
7. Does the calibration process include details of check method?							
8. Does the calibration process include details of acceptance criteria?							
9. Does the calibration process include details of action to be taken when the results are unsatisfactory?							
10. Does the calibration process include details of where inspection and test equipment has been found to be out of calibration, has the validity of previous inspection and test results been assessed and documented?							
Total Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST 12. INSPECTION AND TEST STATUS

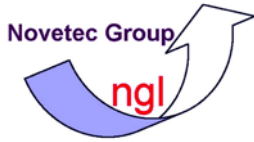
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. Has the inspection and test status of product, which indicates the conformance or non-conformance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



SUPPLIER QUALITY AUDIT CHECKLIST

13. CONTROL OF NON-CONFORMING PRODUCT

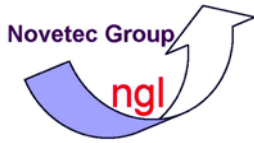
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor	DESCRIPTION						
	1. Has the supplier established and maintained documented procedures to ensure that product that does not conform 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 Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

14. CORRECTIVE AND PREVENTATIVE ACTION

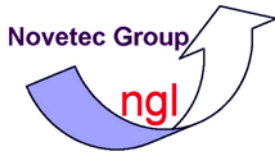
Company	FACTOR RATING (R)					AVAILABLE POINTS (O OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. Has the supplier established and maintained procedures for implementing corrective and preventative action?							
2. Have the changes to the documented procedures resulting from corrective and preventative action been implemented and recorded							
3. 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 Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

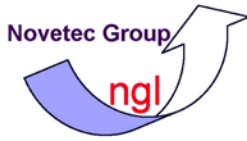
15. HANDLING, STORAGE, PACKAGING, PRESERVATION, & DELIVERY

Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor	DESCRIPTION						
Total Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST 16. CONTROL OF QUALITY RECORDS

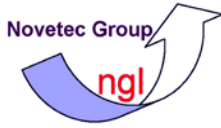
Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor							
DESCRIPTION							
1. Have documented procedures been established and maintained for identification, collection, indexing, access, filing, storage, maintenance, and disposition of quality records?							
2. 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 Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

17. INTERNAL QUALITY AUDITS

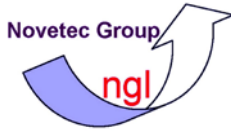
Company	FACTOR RATING (R)					AVAILABLE POINTS (O OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. Has the supplier established and maintained documented procedures for planning and implementing internal quality audits?							
2. 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 Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST

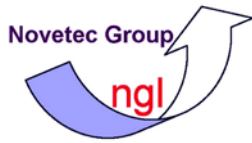
18. TRAINING

Company	FACTOR RATING (R)					AVAILABLE POINTS (0 OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date	0	1	2	3	4		
Surveyor	DESCRIPTION						
	1. Has the supplier established and maintained documented procedures for identifying training needs and providing for the training of all personnel performing activities affecting quality?						
	2. Have the appropriate records been maintained?						
Total Available Points							
Element Rating							
Total Score / Total Available Points							



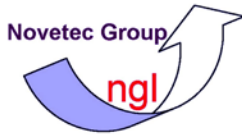
SUPPLIER QUALITY AUDIT CHECKLIST 19. SERVICING

Company	FACTOR RATING (R)					AVAILABLE POINTS (O OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
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?							
Total Available Points							
Element Rating							
Total Score / Total Available Points							



SUPPLIER QUALITY AUDIT CHECKLIST 20. STATISTICAL TECHNIQUES

Company	FACTOR RATING (R)					AVAILABLE POINTS (O OR 4 POINTS)	SCORE
	No System	Significant Deficiency	Improvement Needed	satisfactory	Outstanding		
Date							
Surveyor							
DESCRIPTION	0	1	2	3	4		
1. 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 Available Points							
Element Rating							
Total Score / Total Available Points							



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

$$\text{Element Rating} = \frac{\text{Total Score Points}}{\text{Total Available Points}}$$

$$\text{Subsystem Rating} = \text{Element Score (\%)} \times \text{Weight}$$

$$\text{System Rating} = \text{Subsystems 1-20 Totals}$$