

SUPPLIER AUDIT

- 1 -

Supplier:		Date:
Address:	Contact person:	
	Title:	
	Telephone:	
	Fax:	
	E-mail:	
	Mobile:	
Purpose of the audit (Process/Product/Service):		
Auditor/s:	Audited persons/departments:	

Instructions and criteria for score

10	All requirements are absolutely fulfilled
8	Most of requirements are fulfilled / Slight deviations
6	Some requirements are fulfilled / Important deviations
4	Requirements are skimpily fulfilled / Very serious deviations
0	Non-fulfilled requirements

General description of the company

General Manager:	Employees:
Year founded:	Total area (m2):
Annual turnover (USD):	Plant area (m2):

Main Products: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	Process Capabilities: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> STAMPING</td> <td><input type="checkbox"/> PLASTIC MOULDING</td> </tr> <tr> <td><input type="checkbox"/> COLD FORGING</td> <td><input type="checkbox"/> RUBBER MOULDING</td> </tr> <tr> <td><input type="checkbox"/> HOT FORGING</td> <td><input type="checkbox"/> HEAT TREATMENTS</td> </tr> <tr> <td><input type="checkbox"/> MACHINING</td> <td><input type="checkbox"/> SURFACE COATING</td> </tr> </table> Others: _____ _____ _____ _____	<input type="checkbox"/> STAMPING	<input type="checkbox"/> PLASTIC MOULDING	<input type="checkbox"/> COLD FORGING	<input type="checkbox"/> RUBBER MOULDING	<input type="checkbox"/> HOT FORGING	<input type="checkbox"/> HEAT TREATMENTS	<input type="checkbox"/> MACHINING	<input type="checkbox"/> SURFACE COATING
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SUPPLIER AUDIT

Main Customers: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Main Industries Served: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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Main Production Equipments				
Production Manager: _____				
#	Name	Processing Size/Weight	Manufacturing Cycle	Remarks
1				
2				
3				
4				
5				
6				
7				
8				

Quality System	
Quality Assurance Manager: _____	
System certificates: <input type="checkbox"/> ISO/TS 16949 Expiry date: _____ <input type="checkbox"/> ISO 9000:2000 Expiry date: _____ <input type="checkbox"/> QS9000 Expiry date: _____ <input type="checkbox"/> ISO 14000 Expiry date: _____ <input type="checkbox"/> SA 8000 Expiry date: _____ Others: _____ Expiry date: _____ _____ Expiry date: _____	Product certificates: <input type="checkbox"/> CE Product: _____ <input type="checkbox"/> GS Product: _____ Others: _____ Product: _____ _____ Product: _____ _____ Product: _____ _____ Product: _____

SUPPLIER AUDIT

- 3 -

Social Accountability- RSE

Note: Points based on SA 8000 standard and ISO 14000 for environment one. It is necessary YES response for all points to be approval.

No child labour or forced labour

YES NO

No workers under the age of 15; minimum lowered to 14 for countries operating under the ILO Convention 138 developing-country; remediation of any child found to be working. No forced labour, including prison or debt bondage labour; no lodging of deposits or identity papers by employers or outside recruiters.

Health and Safety

YES NO

It is provided a safe and healthy work environment; take steps to prevent injuries; regular health and safety worker training; system to detect threats to health and safety; access to bathrooms and potable water.

Freedom of Association, No discrimination.

YES NO

Respect the right to form and join trade unions and bargain collectively, where law prohibits these freedoms, facilitate parallel means of association and bargaining. No discrimination based on race, caste, origin, religion, disability, gender, sexual orientation, union or political affiliation, or age; no sexual harassment.

Working hours, discipline and compensation

YES NO

Comply with the applicable law but, in any event, no more than 48 hours per week with at least one day off for every seven day period; voluntary overtime paid at a premium rate and not to exceed 12 hours per week on a regular basis; overtime may be mandatory if part of collective bargaining agreement.

No corporal punishment, mental or physical coercion or verbal abuse.

Waged paid for a standard work week must meet the legal and industry standards and be sufficient to meet the basic need of workers and their families; no disciplinary deductions.

Environment

YES NO

Supplier will try to minimize how their operations negatively affect the environment. The supplier will comply with applicable laws, regulations and other environmentally oriented requirements.

SUPPLIER AUDIT

- 4 -

Project	
1. Computer Assisted Design (CAD) <input type="checkbox"/> YES <input type="checkbox"/> NO	Score:
2. Quality Control Plan (CP) <input type="checkbox"/> YES <input type="checkbox"/> NO The intent of a CP is to control the product characteristics and the associated process variables to ensure the quality of the product according to the Customer requirements.	
3. Process Flow Diagram (PFD) <input type="checkbox"/> YES <input type="checkbox"/> NO	Score: x2
4. Process Failure Mode and Effects Analysis (PFMEA) <input type="checkbox"/> YES <input type="checkbox"/> NO Is a systemized group of activities intended to (a) recognize and evaluate the potential failure of a product/process and its effect, (b) identify actions which could eliminate or reduce the occurrence, (c) document the process and (d) track changes to process-incorporated to avoid potential failures.	
5. Production Part Approval Process (PPAP) <input type="checkbox"/> YES <input type="checkbox"/> NO	Score:
The PPAP outlines the methods used for approval of production and service commodities. The purpose of the PPAP process is to ensure that suppliers of components comply with the design specification. PPAP ensures the customer will achieve the first time quality.	
Remarks:	

Before the production...	
6. Production staff is adequately trained for manufacturing Remarks:	Score:
Auditor must ensure all workers have enough skills for the correct production of the product, including the use of equipments and self-control inspections.	
7. Workers perfectly understand drawings, Control Plans and Work Instructions Remarks:	Score:
All steps in the production process should be explained in the Work Instructions and controlled by the CP. Auditor must ensure all workers may have access to these documents and perfectly understand them.	
8. Workers know the requirements and targets from the Customer Remarks:	Score:
The Production Manager (or the Team Leader) should inform to the workers about the quality goals according to Customer requirements.	
9. The layout is suitable for production and it is planned to avoid potential production mistakes Remarks:	Score:
The layout is a schematic arrangement of all areas and manufacturing processes in the factory, from incoming raw material to outgoing finished products. A right layout will avoid frequently mistakes (mixed parts, non finished parts, wrong machined parts,...). The auditor must ensure there is a rational scheme for each area/department of the company.	

SUPPLIER AUDIT

- 5 -

10. The traceability is assured for all the steps in the production Remarks:	Score:	x4
Traceability refers to the completeness of the information about every step in a process chain. Moreover, records must be available for 3 years from production date. There should be a document or card (Traceability Sheet) that shows the production data as date of production, quantity, machines, workers names/codes, materials,... There should be one TS for each production order.		
11. It is checked if capability is enough for the Customer requirement	Score:	
The capability of the factory must be enough to fulfil quantities required by customer and ensure delivery time.		
12. The conditions are suitable for the work	Score:	
General conditions for the production should be good in order to reduce human mistakes and other risk (corrosion, dirt, etc.). The auditor should check some points as illumination and humidity in workshop and warehouse, and also other factors as safety and work ergonomics.		
Remarks:		

Production		
13. Raw material is perfectly identified in incoming area Remarks:	Score:	x2
Auditor must check the raw material is identified (reference/code and incoming date). The accessible raw material should be marked with ACCEPTED label and REJECTED material must be adequately isolated in order to avoid using it.		
14. Raw material use should obey to "First-In First-Out" rules Remarks:	Score:	
First-In First-Out will avoid obsolete material in raw material warehouse and it will make easier the traceability system.		
15. Raw material suppliers must ensure the quality of their products Remarks:	Score:	x2
The suppliers also must ensure the quality of their products and the auditor should check the supplier send quality reports for any material. Also, the supplier should be certificated ISO9000.		
16. The Team Leader adjusts the machines/equipments before production starts. Remarks:	Score:	
Set up the manufacturing equipments with the right parameters of working before the production is the key in order to avoid potential failures during the production (especially in some of the first items produced). The Team Leader should be the person in charge for this important task.		

SUPPLIER AUDIT

- 6 -

17. Each worker is the responsible for the quality of his own work.	Score: x2
Remarks: Self-control is essential to ensure the quality of the final product. The inspector must ensure each worker has the adequate measuring equipment to control manufacturing requirements (in example: calliper).	
18. There are enough Quality Inspectors to ensure the fulfilment of the Control Plan.	Score: x2
Remarks: Despite of the self-control done by workers, Quality Inspectors should control and record values of measurements according to the CP	
19. NOK parts during production are adequately isolated and analyzed.	Score:
Remarks: Any NOK part must be placed in red boxes (or similar) and Quality Department should study the reasons of each bad pieces into it. After this internal rejection analysis, it must be checked previous problems do not happen again. The internal rejection report is an important rate to reduce mistakes during the production.	
20. Whatever internal lot in the factory is adequately marked and labelled.	Score: x2
Remarks: Auditor must check any part during production is under control. That means anytime and anywhere during the production the inspector could check the traceability of whatever part. No any part should be on the floor or out of boxes/cartons.	
21. Handling and internal transport during production is suitable to avoid any damage.	Score:
Remarks: Auditor should check transport in the factory (from one process to next one) will not cause any damage to the semi-finished parts.	
Remarks:	

SUPPLIER AUDIT

- 7 -

Packaging and storage

22. The package and labelling of final product is previously agreed with customer,

Score:

Remarks:

Workers have been informed about packaging requirements from the customer. Also labelling system is clear for all persons in this department.

23. Storage is suitable for finished parts.

Score:

x2

Remarks:

Auditor must check the store is a safe place for the finished parts before goods are sent to customer. Stored parts are isolated from humidity, heat or any other factor which could damage them. Also the labelling is OK in order to avoid mixing mistakes.

Remarks:

Final conclusions about the Company

SUPPLIER AUDIT

- 8 -

Result of the audit

Total score: _____ / 350

Supplier:

Auditor:

Signed by:

Signed by:

Next audit: ___ / ___ / 20___

Related documents:

1. _____
2. _____
3. _____
4. _____
5. _____