

Supplier Audit Checklist

Supplier Name:		Product Category:		
Location:		Date:	Auditor:	
Date Established:		No. of Employees:	No. of Quality Employees:	
I. Quality Control				
		Yes	No	N/A
Does the supplier have a quality system?				
System / Cert No. for evidence:				
		Yes	No	N/A
Does the factory communicate requirements to its suppliers on its POs (or other documents)? Are these requirements clearly listed?				
Purchase Order for evidence:				
		Yes	No	N/A
Are incoming QC results recorded in a formal report?				
		Yes	No	N/A
Does the supplier require documents with each incoming shipment which identify the vendor or manufacturer of the item?				
		Yes	No	N/A
Are clear procedures given to each operator and to the QC staff for each job?				
		Yes	No	N/A
Are there QC staff solely dedicated to final inspection? How many? Do they only do final inspection, or also a finishing operation at the same time?				
		Yes	No	N/A
Are final inspection results recorded in a formal report?				
		Yes	No	N/A
Are numbers and details / quality alerts displayed on a wall and tracked?				

Comments:

II. Cost Control

	Yes	No	N/A
Are there empty floors or production space?			
	Yes	No	N/A
Are there recent investments in expensive machinery?			
	Yes	No	N/A
Are there idle machines?			

III. Maintenance / Calibration

	Yes	No	N/A
Are tools routinely calibrated?			

Tool calibration record for evidence:

IV. Production

Is there an adequate shelf life program in place to assure that no item will be issued or used past its expiration date?	Yes	No	N/A
	Yes	No	N/A
Before a new product is launched, are some jigs/tools prepared by the engineering department?			
	Yes	No	N/A
Is pre-production inventory well organized?			
	Yes	No	N/A
Is there inventory kept before production and kept between each production step?			
	Yes	No	N/A
Is work-in-process inventory stored in a predictable way or do people need to look around to find what they need?			
	Yes	No	N/A
Where do the components used in production come from? How long does transportation take?			

Answer:

	Yes	No	N/A
Is production organized as a continuous flow, without any work-in-progress inventory visible in the workshop? (Best)			

Is there a kanban system? (Very Good)			
Is there a production planning, with details for each workshop and updated every day? (Good)			
Is there no production planning at all? (Worst)			
	Yes	No	N/A
Is there a list of approved subcontractors who can take over part of the job? For which process steps?			
	Yes	No	N/A
Is there a power generator?			
	Yes	No	N/A
Are there checklists for maintenance? Are they followed?			
Comments:			
V. Compliance			
	Yes	No	N/A
Are there enough fire extinguishers?			
Are they accessible and up to date?			
	Yes	No	N/A
Are there emergency exits? How many:			
Are they marked and posted around the facility?			
	Yes	No	N/A
Do workers have appropriate personal protective equipment (gloves, masks, glasses, ESD smocks, etc.)?			
	Yes	No	N/A
Are there enough first-aid kits? Are they available and full?			
	Yes	No	N/A
Are chemicals stored and disposed of safely?			

Comments:

V. Summary of Findings

	Good	Average	Bad
General organization of factory:			
	Good	Average	Bad
Working environment (light, noise):			
	Good	Average	Bad
Motivation of top management:			
	Yes	Probably	No
Do they understand our standards?			
	Yes	Probably	No
Do they have enough capacity?			

Audit Findings:

	None:	Major:	Minor:
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Opportunities for Improvements:

	Pass	Fail
Audit Results		
Name and Signature of Auditor:		Date:
	Next Audit Date:	