

## Second Party Audit Checklist

	[standard],[certification body],[certificate expiration date]		
Occupational Health and Safety Certificate	[standard],[certification body],[certificate expiration date]		
	[standard],[certification body],[certificate expiration date]		
Ranking System			
Rank	Description		
10	Requirements fully complied with		
8	Majority of requirements complied with, minor deviations		
6	Some of the requirements complied with, major deviations		
4	Requirements unsatisfactorily complied with, serious deviations		
0	Requirements are not met		
Development Capability			
No.	Requirement	Rank	Remarks
1	Are the customer requirements available?		
2	Is the drawing updated in accordance with product?		
3	Does the supplier have a system for monitoring and recording changes in design?		
4	Do the parts fulfil the requirements regarding part-testing, Laboratory, Function, Life time testing, etc?		
5	Is the supplier using IMDS?		
6	Is the supplier performing Product Hold and do they follow IATF 16949?		
7	Is design review performed on a regular basis and accepted by customer?		
8	Is the supplier performing a requalification of material parts?		
9	Is Engineering Department personnel properly trained including customer requirements?		
Supplier Experience			
No.	Requirement	Rank	Remarks
1	Is supplier producing part for an OEM/1st tier supplier for an OEM?		
2	Does the supplier possess enough experience in industrial processes?		
Process Management			
No.	Requirement	Rank	Remarks
1	Is the supplier properly managing IT and IT requirements?		
2	Is Process FMEA updated on a regular basis?		
3	Does the supplier properly address Process Hold issues?		
4	Are quality and process data analyzed and used for their purpose?		
5	Are process changes documented?		
6	Is the supplier using MRP or equivalent in their shop?		

[organization name]

Quality Techniques			
No.	Requirement	Rank	Remarks
1	Is the supplier applying a problem solving method based on a PDCA cycle?		
2	Is the supplier applying statistical techniques to control setting?		
3	Does the supplier have knowledge of techniques for finding root cause?		
4	Is supplier establishing (documented) action plans?		
5	Effectiveness of established corrective actions are measured?		
6	Is the supplier experienced in the application of 8D?		
Production			
No.	Requirement	Rank	Remarks
1	Production with serial-tools?		
2	Production under serial-conditions?		
3	Is it assured that only current and released parts are used?		
4	Is there a process to handle rejected and reworked parts?		
5	Do the production facilities/tools ensure the product-specific quality requirements?		
6	Are the measuring and testing facilities capable of monitoring the quality requirements efficiently?		
7	Do the machines/equipment/inspection plans etc meet ergonomics, cleanliness and safety first requirements?		
8	Is the release of the production start-up regulated?		
9	Are operating instructions prepared up to date, and located on/next to the equipment available?		
10	Is the production staff trained on the product specifications, and is this documented (qualification matrix)?		
11	Are maintenance plans for all production equipment prepared and up to date?		
12	Is the start-up and serial quality with the sub-supplier verified and are they permanently updated?		
13	Inspection plan for incoming goods/production prepared, and up to date?		
14	Are serial tools/production/measurement equipment correctly stored and monitored?		
15	Does the packaging fulfil the quality requirements of the products (storage, environment, etc.)?		
16	Does the supplier possess know-how to deploy statistical tools to monitor product and/or process characteristics (e.g. SPC, CpK)?		

## Supplier Audit Report

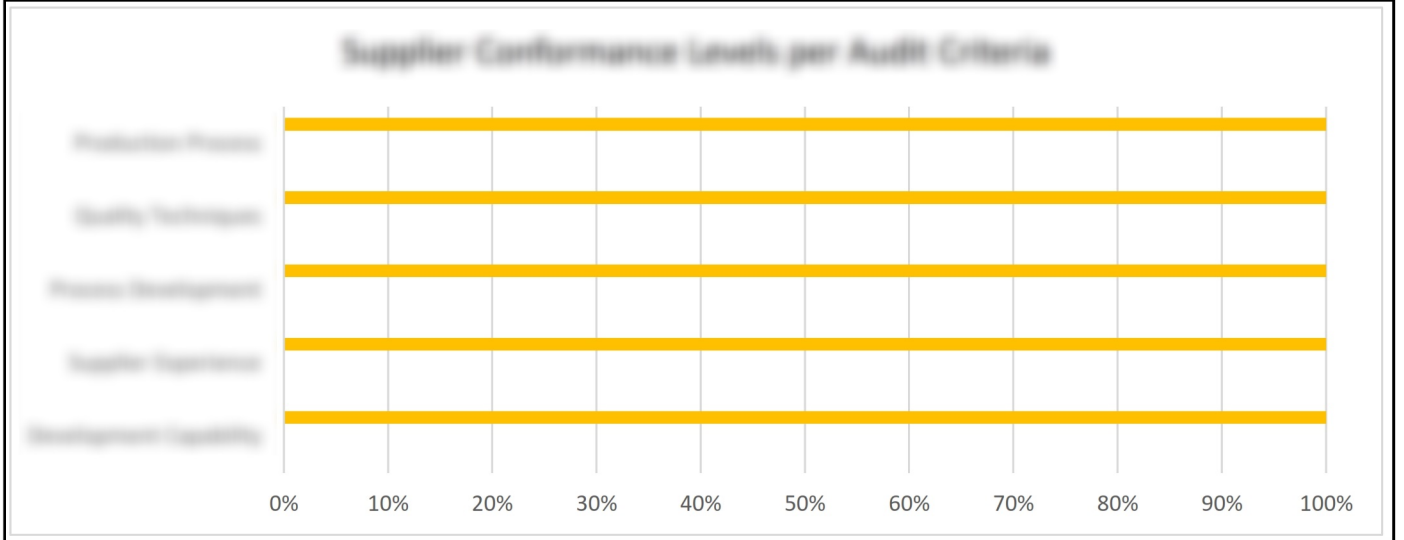
<b>Site:</b>	
<b>Scope of the audit:</b>	

Auditees		Auditors	
[name], [job title]		[name], [audit team role]	
[name], [job title]		[name], [audit team role]	
[name], [job title]		[name], [audit team role]	
[name], [job title]		[name], [audit team role]	
[name], [job title]		[name], [audit team role]	

Conformity Assessment									
Element of the Audit	% of Compliance	10	8	6	4	0	Total	Max	%Max
Development Capability	0%	0	0	0	0	0	0	90	100%
Quality Management	0%	0	0	0	0	0	0	20	100%
Process Development	0%	0	0	0	0	0	0	60	100%
Quality Techniques	0%	0	0	0	0	0	0	60	100%
Production Process	0%	0	0	0	0	0	0	160	100%
<b>Audit Total</b>	<b>0</b>								
<b>Audit Questions</b>	<b>390</b>								
<b>Conformity Index</b>	<b>0%</b>								

**Positive Remarks:**

[write in here positive remarks noted during the audit]



Final Conclusion	
<b>Supplier Rank</b>	<input checked="" type="radio"/> <b>C</b> <small>&gt;= 61%, audit is accepted, supplier is grade as "C" and has to present an improvement plan</small> <input type="radio"/> <b>B</b> <small>&gt;= 81%, audit is conditionally accepted, supplier is grade as "B" and has to present an improvement plan</small> <input type="radio"/> <b>A</b> <small>&gt;= 91%, audit is accepted, supplier is grade as "A" and has to present an improvement plan</small>