Insert your company's name or logo, and address.

Supplier Audit Checklist

On-site Supplier Assessment

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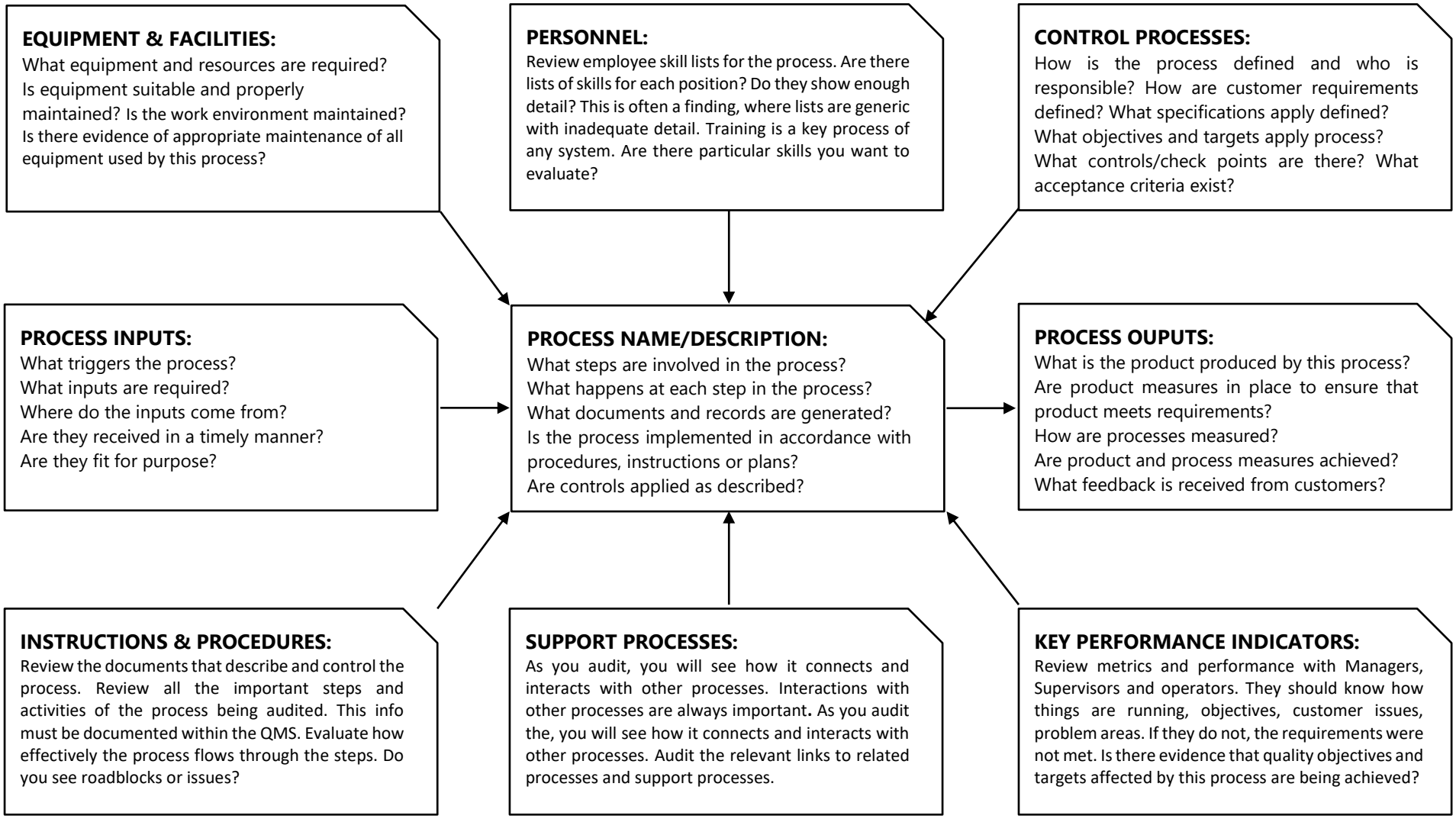
Process Activity Map



Procurement

Ref	Audit Question	Audit Findings (Score '1' per box)				Audit Evidence	Opportunities for Improvement (OFI)
		COMPLIANT	OFI	MINOR N/C	MAJOR N/C	Provide reference to documented information to justify the finding	Provide suggestions for process improvement
28	Is there a formal process used for the selection, qualification and re-qualification of suppliers?					Supplier quality audits and corrective actions, engineering testing, approval records, production trials	
29	Are purchases from unapproved suppliers prevented by a properly controlled and available approved supplier list?					Approved supplier list, procedures, production material receipt records	
30	Are preventive actions taken to continuously improve performance of the supplier base?					Supplier quality performance analysis, performance trends, supplier audit reports	
31	Does the supplier assurance system ensure that all purchased product or material conforms to defined specifications and applicable regulatory or customer requirements?					Receiving inspection, supplier audits, source inspection, qualification testing, Certificate of Compliance, component marking, labelling, etc.	
32	Does a system exist for the identification, verification and protection of customer supplied product that includes notifying the customer if product is damaged or lost?					Procedures, segregation during storage, limited and controlled access to stored inventories	