

Supplier Quality Audit Checklist

A generic checklist for an on-site or remote supplier process audit. It is not an IATF 16949, ISO 9001 or VDA 6.3 audit standard and does not replace your company's audit procedure, a certification audit or your customer's requirements. Delete or add checks to fit the part and the risk.

Audit details

Supplier name		Supplier site / code	
Audit date		Audit type (new supplier / periodic / after complaint)	
Auditor(s)		Supplier participants	
Part(s) / process audited		Reason / open issues	

How to score

Y = in place and evidence seen. P = partly in place or evidence incomplete. N = not in place. NA = not applicable (say why). Write the evidence you actually saw: record number, lot, date, station, person observed. Every P or N gets a finding number in the findings table.

1. Quality system and documents

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Current certificates on file (scope and expiry checked); certificate alone is not taken as proof of process control			
Document control: the revisions in use on the shop floor match the released revisions			
Customer drawings, specifications and customer-specific requirements are known and available where needed			
Records are kept, legible and retrievable for the agreed retention period			

2. Incoming material and sub-suppliers

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Sub-suppliers of critical materials or processes are approved and monitored			
Incoming inspection or certificate review is defined and records exist for recent lots			
Material is identified and status (released / on hold / rejected) is visible			

3. Process control

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
A control plan or equivalent exists for the audited part and matches what is done at the station			
Work instructions are at the station, current, and followed (observe at least one operator)			
Set-up / first-off approval is defined and recorded			
Key process parameters are monitored, recorded and have a reaction plan when out of limits			
Risk analysis (e.g. PFMEA) exists and was updated after the last complaints or process changes			

4. Measurement and inspection

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Gauges and test equipment are identified and in calibration			
Measurement capability was checked for the key characteristics (e.g. MSA / gauge study)			
In-process and final inspection records exist for recent lots and match the control plan frequency			
Inspectors know what to do when a part fails (reaction plan, who to inform)			

5. Nonconforming product and containment

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Nonconforming parts are identified and segregated (marked area, tags, locked where required)			
Disposition (scrap, rework, use-as-is with customer approval) is decided by an authorised person and recorded			
Rework, if allowed, has an instruction and re-inspection			
The supplier can show how it would contain suspect stock at its site, in transit and at the customer			

6. Corrective action and 8D

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Open customer complaints / 8Ds are listed with owners and dates			
Root causes in recent 8Ds cover occurrence and escape, each with verification evidence			
Corrective actions were checked for effectiveness with data after the change			
Lessons learned were read across to similar parts and lines (PFMEA, control plan updated)			
Repeat complaints on the same failure mode are tracked			

7. Traceability

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
A finished part or label can be traced to material lot, production date, shift / machine and inspection record			
Traceability test done during the audit (pick one shipped lot and trace it back)			

8. Change management

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Changes to process, material, sub-supplier, tooling or site are assessed before they are made			
The customer is notified of changes where the customer requires it, and approval is recorded			

9. Training and competence

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
A qualification matrix exists and the operators observed are qualified for their station			
New or temporary staff are trained before working on critical operations			

10. Maintenance and tooling

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Preventive maintenance is planned and done for key equipment; overdue items are visible			
Tool and fixture condition, wear limits and spare parts are managed			

11. Handling, storage, packaging and shipping

Check	Result (Y / P / N / NA)	Evidence seen (record, sample, observation)	Finding no.
Storage protects parts from damage, contamination and mix-up; FIFO / shelf life where relevant			
Packaging and labels match the customer's requirements			
Final release before shipping is defined and recorded			

Findings

One line per finding: what was seen, which requirement it misses, and the evidence. Ask for a corrective action (for example an 8D) on findings that affect the product or repeat.

No.	Finding (what was seen)	Requirement	Evidence	Severity (major / minor / observation)	Owner / due date

Summary and follow-up

Overall result (per your company's criteria)		Corrective action requested (Y/N, by date)	
Follow-up audit / evidence review date		Auditor sign-off (name, date)	
Supplier acknowledgement (name, date)		Distribution	