

Supplier Quality Assurance Checklist

Audit Preparation

Date: _____

Supplier Name: _____

Contact Person: _____

Contact Details: _____

Checklist Items:

1. Document Control:

- Are all quality documents up to date?
- Is there a document approval process in place?

2. Process Control:

- Is there a defined process for quality assurance?
- Are key processes monitored and measured?

3. Non-Conformance Management:

- Is there a non-conformance reporting system?
- How are corrective actions documented and tracked?

4. Training and Competency:

- Are all employees trained on quality standards?
- Is there documentation for training records?

5. Supplier Evaluation:

- Are suppliers regularly evaluated for quality?
- Is there a process to address supplier quality issues?

Additional Notes:

Prepared By:

Name: _____

Position: _____

Signature: _____