



SUPPLIER DEVELOPMENT AUDIT WORKSHEET

Supplier Name: _____	Date: _____
Supplier No. _____	Auditor (SDE): _____
Plant Location: _____	Attendant: _____
Commodity: _____	Attendant Type: <input type="checkbox"/> Buyer <input type="checkbox"/> Com.Mgr <input type="checkbox"/> Exec.
Part Description: _____	Application: _____
Part Number: _____	
Drawing Date: _____	Engineering Change Level: _____ EDA #: _____
Type Of Audit <input type="checkbox"/> Complete Quality System or <input type="checkbox"/> Focus or Zone Specific:	
Audit Status: <input type="checkbox"/> Initial <input type="checkbox"/> Follow up	

	YES	NO	N/A	COMMENTS
BUSINESS MANAGEMENT				
1. Does the supplier have a cost structure to ensure financial health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the supplier have an adequate percent of profit reinvested in the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the supplier have information technology and capability to initiate information sharing initiatives such as Electronic Data Interface (EDI), Electronic Fund Transfer (EFT), and extranet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the supplier have a favorable debt-to-equity ratio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are there research and development initiatives in place to ensure consistency with Southco's needs and future plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the supplier have adequate capacity to meet current and future delivery expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the supplier maintain records of premium freight when responsible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the supplier monitor adherence to established lead-time requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is there a plan for ongoing lead-time reduction?	<input type="checkbox"/>	<input type="checkbox"/>		
10. Is there a plan for ongoing cost reduction?	<input type="checkbox"/>	<input type="checkbox"/>		
11. Are cost reduction savings shared with customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is delivery problem information communicated to the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Does the supplier have systems implemented to support 100% on-time shipments to meet customer production and service requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. If 100% on-time shipments are not maintained does the supplier implement corrective action to improve delivery performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is on-time delivery to customer request date monitored?	<input type="checkbox"/>	<input type="checkbox"/>		
16. Is there a supplier development program implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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YES NO N/A COMMENTS

PROCESS AUDIT:

TECHNICAL INFORMATION AVAILABILITY

- 17. Are actual drawings available for production? YES NO N/A
- 18. Are all technical regulations available? YES NO N/A
- 19. If supplier is design responsible has a DFMEA been used to develop the PFMEA? YES NO N/A

QUALITY SYSTEM DOCUMENTATION

- 20. Is a process Flow Diagram available and is it acceptable? YES NO N/A
- 21. Is there a process FMEA available and is it acceptable? YES NO N/A
- 22. Has a control plan been developed, properly filed and is it acceptable? YES NO N/A
- 23. Is there direct correlation (common numbering scheme) between the Flow Diagram, PFMEA, and Process Control Plan? YES NO N/A
- 24. Have all operations that effect special characteristics been identified on the Flow Diagram, PFMEA and Control Plan? YES NO N/A
- 25. Do the Flow Diagram, PFMEA and Control Plan identify operations for rework, labelling, scrap, gaging/inspection and shipping? YES NO N/A
- 26. Are all "Current Controls" listed on the PFMEA detailed on the Control Plan? YES NO N/A
- 27. Are process controls in place in the Control Plan to address the high Risk Priority Numbers (RPNs) in the PFMEA? YES NO N/A

QUALITY SYSTEM PLAN IMPLEMENTATION

- 28. Are controls in place to ensure only acceptable incoming material is released for production? YES NO N/A
- 29. Is the workplace properly configured (adequate space, light etc.)? YES NO N/A
- 30. Are all tools and gage available and properly identified? YES NO N/A
- 31. Are proper operator instructions visible at each operation? YES NO N/A
- 32. Do all gages have operator instructions attached to the gage and or clearly visible? YES NO N/A
- 33. Is there a plan for preventive maintenance on tools and equipment and is it followed? YES NO N/A
- 34. Do process control instructions correspond to the control plan? YES NO N/A
- 35. Are the described tests and inspections actually performed as stated? YES NO N/A
- 36. Are operators aware of special characteristics when related to their job? YES NO N/A
- 37. Where the Control Plan calls for SPC is the data properly recorded? YES NO N/A



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	YES	NO	N/A	COMMENTS
38. Are out of control points noted with the corrective action taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Where the Control Plan calls for SPC which of the following exists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Normal Variation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special Causes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Where the Control Plan calls for SPC does the data make sense; are reasonable control limits shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Does packaging and material handling protect parts from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Are instructions for handling Work In Process (WIP) well documented and followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

QUALITY SYSTEM IMPLEMENTATION BY MANAGEMENT

43. Are out of control conditions managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Action Plans followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is responsibility for implementation of action plans assigned and do people understand their responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Are problems quickly communicated to people who can help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. If more than one shift, does information get passed across shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Does the support system respond to the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47. Are the standardized measures effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48. Cost of Errors (Money)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all quality items (customer concerns, QCs, warranty etc.) tracked back through the PFMEA and control plan to determine where the system failed?				



SUPPLIER DEVELOPMENT AUDIT WORKSHEET

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Implementation Guidelines

Prior to Supplier Visit

1. Select a day to conduct the Supplier Development Audit.
2. Contact supplier to confirm the day and time for the audit.
 - Provide a few days advance notice.
3. Contact the appropriate Buyer, Engineer, Commodity Manager or Commodity Executive and invite to participate.

At Supplier Location the Day of the Supplier Development Audit

1. Perform Business Management audit using check sheet as a guideline.
2. Ask the supplier for a Control Plan for a part that is currently being produced.
3. Start the Process Audit by going to their files and review them.
 - Conduct the Audit completing the Technical Information Availability and Quality System Documentation sections of the check sheet.
 - Note any record non-conformances on page 3 the Corrective Action Plan sheet.
4. Walk the floor with the Process Control Plan for the part that you are auditing. Perform audit following questions in the Quality System Implementation and Quality System Implementation by Management sections on check sheet;
 - Does the plan match what is being done in production?
 - Note non-conformances on page 3 the Corrective Action Plan sheet.
5. Review the results of the audit with the supplier and get commitments for when the corrective actions will be completed and mark this on the Corrective Action Plan page.
6. Set date to conduct a follow-up audit to verify corrective actions if necessary.
7. Provide a copy of the follow-up action plan to the supplier.
8. Provide a copy of the follow-up action plan to your supervisor.