Supplier Requalification Audit Training

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Review

- The goal of the Supplier Requalification audit is to not only to understand supplier's quality maturity and identify risk but to provide a path for the supplier's improvement and growth.

- The supplier will go through and evaluate themselves in each section first.

- Creation may or may not perform the audit as well, depending on the supplier's performance history and/or any associated risk.

- The Creation auditor may or may not evaluate every section of the Supplier Requalification Audit, if performed, based on time allotted.

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Form Contents

- Instructions
- Cover Sheet
- Supplier Overview
- 1.0 Audit Checklist
- 2.0 Management Systems and Planning
- 3.0 Quality Systems
- 4.0 Process Quality Management
- 5.0 Manufacturing Capability & Improvement Process
- 6.0 Supply Chain Management
- 7.0 PPAP
- Summary
- History of Changes

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Cover Sheet

- The Cover Sheet provides general information about the supplier and the audit.

- Enter audit date, supplier name, and supplier # on the Cover Sheet tab. This data will replicate to the applicable remaining locations.

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BEST TOTAL SOLUTIONS, LIFETIME PARTNERSHIPS

Creation Supplier Requalification Audit

Supplier: <Enter Supplier>

Facility Address: <Enter address>

Supplier Number: <Enter supplier #>   Audit Date: <Enter audit date>

Reason for Audit:

Creation Average Score: TBD

Audit Conclusion: <select>

Follow-up Required: <select>   Follow-up Date: <enter date>

Comments:

Creation Auditors	Supplier/Site Management Acknowledgment
<Enter Auditor Names>	<Enter Mgmt Names & Titles>

Supplier: <Enter Supplier>

Facility Address: <Enter address>

Supplier Number: <Enter supplier #>   Audit Date: <Enter audit date>

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Supplier Overview

- The Supplier Overview tab has detailed information about the supplier, their facility, and QMS certifications.

1.0 Audit Checklist

- The Audit Checklist questions cover Process Control, Welding, Electro-Statis Discharge and Pressure Equipment Directive (PED)

- The Supplier and the Creation auditor has the option to select Yes, No or N/A.

- Total Audit Checklist rating scores are will be in the Section Score fields.

	Supplier Rating Select from Drop down yes/no/na	Creation Rating Select from Drop down yes/no/na	Quality Audit Notes: Enter comments / notes
Written procedure for providing Declaration of Compliance.	YES	NO	

Section Score YES	1	0
Section Score NO	0	1
Section Score N/A	0	0

Filling in the Form

- The supplier is expected to evaluate and rate themselves for each item along the maturity path within the range of 1 to 5 or N/A.

| Item | Organizational Elements and Behaviors | > > > > > > > > Quality Maturity Path > > > > > > > > > > | | | | Premier Supplier Level | Supplier Rating | Creation Rating | Quality Audit Notes: Enter comments / notes |
		1	2	3	4	5			
2.1	Use of the e-Business or Supplier Portal system	▫ - No formal use of the e-Business or Supplier Portal system.	▫ - Use of e-Business or Supplier Portal for reference only not to plan or drive action.	▫ - Utilize e-Business or Supplier Portal Applications, Documents, & Performance	▫ - Utilize e-Business or Supplier Portal Scheduling Reports	▫ - Fully utilize the e-Business or Supplier Portal Center	3		
	Purchase Order Contract	▫ - There are no procedures for	▫ - Procedures are in place to review contracts, but review is	▫ - The contract review process considers complexity, producibility, inspection equipment, price, lead time,	▫ - Contract review The PO review process must be designed to cover EC print	▫ - Changes evaluated by a cross functional team that gives consideration to complexity and	N/A 1 2 **3** 4 5		

For each item within this Audit, the supplier's maturity path score is based on the supplier's ability to demonstrate that they meet / comply with all expectations leading up to and including the score selected be able to provide evidence of compliance.

Ex. The supplier selects a 3, they must be able to show they also meet the requirements of 1 and 2 as well as 3.

Supplier Rating	Creation Rating	Quality Audit Notes: Enter comments / notes
3		
N/A 1 2 **3** 4 5		

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Filling in the Form cont.

- For sections 2.0 - 7.0 the total maturity path rating score for all items will appear in the box in the lower right-hand corner labeled "Section Score".

- If Creation is also evaluating the supplier, the Creation auditor will follow the same steps with the supplier and rate the supplier from the customer's perspective.

- Scores from the supplier self-assessment and Creation validation assessment will be compared to gain an understanding of how the evaluations differ.

Premier Supplier Level 5	Supplier Rating	Creation Rating
o - Automated control system in use, from incoming to automated alerts for expiration to evidence that expired material is purged from the system.	4	3
o - Defined process planning addresses protection, handling and packaging and prevents damage through all levels of processing including storage and shipment. o - System incorporates customer requirements.	4	4
Section Score	8	7

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Summary

- The Summary tab shows each section's totals and calculates the scores.

- There are two charts to represent the supplier's overall section average and Creation's overall section average.

Sec.	Section Title	# of Elements	Supplier Section Score	Supplier Section Average	Supplier N/A	Creation Section Score	Creation Section Average	Creation N/A (validated)	Section Notes
2	Management Systems and Planning	8	0	0.00	0	0	0.00	0	
3	Quality Systems	11	0	0.00	0	0	0.00	0	
4	Process Quality Management	14	0	0.00	0	0	0.00	0	
5	Manufacturing Capability & Improvement Process	10	0	0.00	0	0	0.00	0	
6	Supply Chain Mgmt	5	0	0.00	0	0	0.00	0	
7	PPAP Development & Deployment	14	0	0.00	0	0	0.00	0	

Audit Results -	Creation Scoring	Supplier Scoring
Overall Total Score:	TBD	TBD
Total Average Score:	---	---
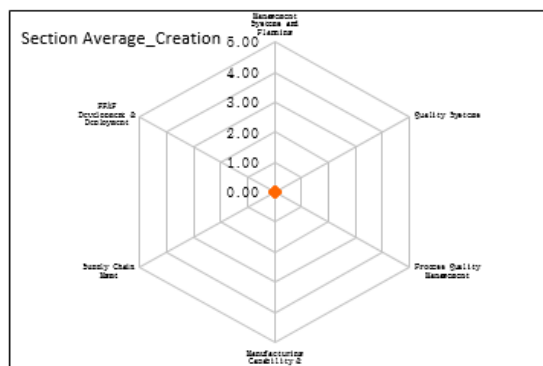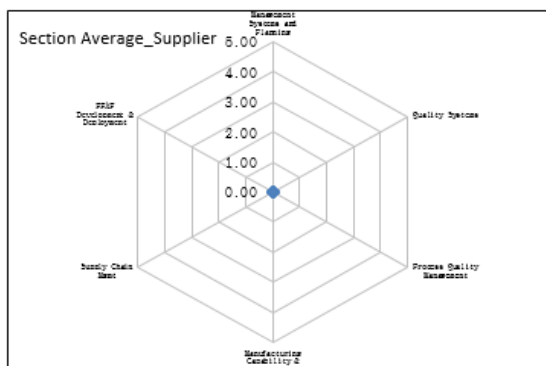
Sec.	Section Title	# of Elements	Supplier Score			Creation Score			Section Notes
			Yes	NO	N/A	Yes	NO	N/A	
1	Audit Check List (Yes and No)	20	0	0	0	0	0	0	

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