



Supplier Audit

Supplier:

Date:

Plant/ Location:

Audit Team:

Financial Risks & Uncertainties:

Accreditations:

General information:

Company Scope/ Services:

Company Established:

No. Employees:

Shifts:

Capacity:

Recent investment:

Section	Audit Questions	Confirm Evidence
1.0 Quality Manual/ Policy	<p>Does supplier have documented statements of policy and quality objectives?</p> <p>Are there clear targets for set KPI's? KPI's: OTD, Quality & Price</p>	
2.0 Quality/ Management Review	<p>Does the review show analysis of reject cause and actions to prevent further non-conformances?</p>	
3.0 External Audits	<p>View a copy of the latest external quality audit (e.g. BSI)?</p>	
	<p>Is the 3rd party auditing body certified to UKAS?</p>	
	<p>Are there corrective actions and are these being tackled?</p>	
4.0 Internal Audits	<p>Are these carried out and up to date?</p>	
	<p>Are there corrective actions and have these been completed?</p>	
	<p>Who carries out the internal audits?</p>	

5.0 Training	Are there up to date training records, i.e. training matrix?	
	Is there detailed documents detailing any specific training and areas that require attention?	
6.0 Contract Review	Does contract review check the following before the order is paced? <ul style="list-style-type: none"> • Delivery date • Price • Quantity • Technical Specification/s 	
7.0 Document Control	Are relevant documents controlled, including; customer orders, manufacturing orders and material certificates?	
	Is there traceability of customer order through the following documents; Customer order Internal order/ manufacturing order Works instructions Test certificate (CoC) Delivery note Invoice	

8.0 Goods Inwards Inspections	Are material dimensions checked and measurements recorded?	
	Is there evidence of regular C of A checks (Chemical Analysis).	
9.0 Measuring Equipment	Is measuring equipment calibrated and up to date?	
	Are the calibration records up to date?	
	Is checked measuring equipment in the factory/ workshop calibrated and up to date?	
10.0 Inspections	Are the following inspections completed and documented? First-off (Independent from setter) In-process Final	
11.0 Control of Works Instructions	Is critical information added to the works instructions or process plans?	

12.0 Non- Conformances	Are non-conformance reports completed?	
	Is the root cause documented, i.e. 8D reports?	
	Are the preventative measures completed and adequate?	
13.0 Modern Slavery	Is there a business policy which includes the Company Policy on Modern Slavery?	
	Has a reasonable investigation (by audit, questionnaire or other method) to ensure that Companies within the supply chain are compliant with the Modern Slavery Act 2015 been carried out?	
	Are all employees over the compulsory school leaving age?	
	Where there are employees under the compulsory school leaving age, are they in an approved apprenticeship?	
	Do employees feel free to leave employment at any time, should they wish?	
	Have the employees been allowed to retain their	

	personal (original) identity documents?	
	Are the employees paid at least Minimum Wage and paid on a regular basis?	
	<p>Have any of the Officers, Employees and Business Partners of the Company, or any Subsidiary Companies; acted in a manner which breaches the Modern Slavery Act 2015, been under investigation for breaches of the Modern Slavery Act 2015, or, been convicted by a court of any offences connected to the Modern Slavery Act 2015, specifically:</p> <ul style="list-style-type: none"> o Human/Sex Trafficking o Forced Labour o Child Labour (as defined under the Act, excluding those serving on approved Apprenticeship Schemes) o Domestic Servitude/Slavery o Other Acts which may deprive an individual of their liberty exploits them for personal or commercial gain 	
14.0 Conflict Minerals	Has a reasonable investigation (by audit, questionnaire or other method) to ensure that Companies within the supply chain are compliant with the UN Guiding Principles on Business and Human Rights with regards to the supply and use of Conflict Minerals?	