



GENERAL INFORMATION

Supplier's / Sub-contractor's name:

Factory location:

Person(s) seen:

Position held in the company:

Initial inspection: Continuous surveillance: Previous time:

Inspector's name:

Date of inspection:

Checklist for initial inspection of a supplier/sub-contractor

GENERAL QUESTIONS

	Question	Comments
1	Does the supplier/sub-contractor have a quality management system? If yes, is that proved by a valid certificate and by whom? Does the factory production control form part of the quality management system? Does a quality manual exist? Are documented internal audits performed?	
2	Does an organizational chart exist outlining quality's relationship relative to production and other departments? To whom is the quality manager reporting?	
3	Does the supplier/sub-contractor have direct control of the appropriate machinery and for the production of the products in question, or are key elements of the production subcontracted to others on or off the site?	

4	Is the maintenance of this machinery and the measuring equipment carried out properly, regularly, and is this documented?	
5	Is the personnel involved in the production sufficiently qualified and trained to operate and maintain the production equipment?	
6	Does the supplier/sub-contractor have a system to document the production process from the purchasing/delivery of the basic materials through to the storage and the delivery of the finished products? Is an inspection of the incoming material carried out, and if yes, how and at what intervals? Are written instructions available for the inspection of incoming material? Does the supplier apply batch control for incoming materials, and what actions are taken when non-conformances are detected? Does the supplier audit it's own key sub-contractors?	
7	Which characteristics of the products are tested and recorded in the course of the production process and/or on the final products or documented in any other manner?	
8	What are the test methods and equipment used? Have appropriate measurements been performed and documented linking the test methods and equipment used with the technical specification?	
9	Is the testing equipment correctly maintained and calibrated on a continuous basis to ensure constant accuracy of the tests performed during factory production control and surveillance?	
10	Does the supplier/sub-contractor apply an adequate documented system that allows the detection of defects and deviations quickly enough to identify unambiguously those products that are not in accordance with the product specification so that they are removed prior to delivery? In which way is the marking of such products performed? Has the inspection procedure for outgoing products been documented?	
11	Is there a documented system for ensuring that only the latest applicable drawings and specifications are in effect?	

12	Does the supplier/sub-contractor apply an adequate documented system concerning product complaints received, and is it integrated into the factory production control? Does the system include appropriate measures to avoid or correct these deficiencies?	
13	Summary of the results and the specification of the measures to be taken for correction if necessary.	

Specific questions related to the technical specification

INSPECTOR'S EVALUATION

No unsatisfactory findings: Grant as approved supplier/sub-contractor.	
Minor unsatisfactory findings: Grant as temporarily approved supplier/sub-contractor. The corrective action(s) will be checked at the next visit..	
Major unsatisfactory findings: The supplier/sub-contractor must confirm that corrective action(s) have been taken. Special or early routine inspection recommended for checking corrective action(s). Grant as approved supplier/sub-contractor provided that the corrective action(s) have been taken.	
Critical unsatisfactory findings: Supplier/sub-contractor is not approved.	

Date:
Inspector's name:
Signature:

Date:
Contact person's name:
Signature: