

EVALUATION AUDIT REPORT
(For Subcontractors not having third party accreditation)

SUPPLIER NAME: _____

AUDIT PERFORMED BY: _____ **TITLE:** _____

1. DOCUMENTATION CONTROL

- | | | | | |
|------|---|---|---|----|
| 1.1. | Are changes to documents approved and controlled to assure use of the correct revision? | Y | N | NA |
| 1.2. | Are obsolete drawings removed from production / inspection? | Y | N | NA |
| 1.3. | Are specifications maintained to the latest revision? | Y | N | NA |

2. CALIBRATION

- | | | | | |
|------|---|---|---|----|
| 2.1. | Is there an established calibration schedule? | Y | N | NA |
| 2.2. | Are employee owned tools in this system? | Y | N | NA |
| 2.3. | Are employee owned tools used for final verification? | Y | N | NA |
| 2.4. | Is the system traceable to National Institute of Standards Technology (NIST)? | Y | N | NA |

3. PURCHASING

- | | | | | |
|------|---|---|---|----|
| 3.1. | Is there a positive system for determining inspection status of raw material? | Y | N | NA |
| 3.2. | Is material checked against the Purchase Order requirements? | Y | N | NA |
| 3.3. | Is raw material identified to the Purchase Order? | Y | N | NA |
| 3.4. | Is material certification maintained on file? For how long? _____ | Y | N | NA |
| 3.5. | Are suppliers selected based upon their ability ? | Y | N | NA |
| 3.6. | Are Purchase Orders reviewed for flowdown of requirements? | Y | N | NA |

4. PROCESS CONTROL

- | | | | | |
|------|--|---|---|----|
| 4.1. | Are there documented work instructions? | Y | N | NA |
| 4.2. | Is there documented acceptance criteria? | Y | N | NA |
| 4.3. | Is traceability maintained during production? | Y | N | NA |
| 4.4. | Are special processes performed by customer approved sources? | Y | N | NA |
| 4.5. | Is accountability of product maintained (quantity, split lots, non-conformance)? | Y | N | NA |

5. INSPECTION AND TEST

- | | | | | | |
|------|--|-------------------------|---|---|----|
| 5.1. | Is final inspection and testing being performed? | | Y | N | NA |
| 5.2. | Is in-process inspection being performed? | | Y | N | NA |
| 5.3. | Is inspection status identified and recorded? | | Y | N | NA |
| 5.4. | Is there a formal sampling plan? | To what standard? _____ | Y | N | NA |
| 5.5. | Does final inspection assure that all in-process inspection is completed? | | Y | N | NA |
| 5.6. | Do records identify the inspection authority responsible for release of the product? | | Y | N | NA |
| 5.7. | Are inspection records maintained on file? | | Y | N | NA |

6. NON-CONFORMING MATERIAL

- | | | | | | |
|------|--|------------|---|---|----|
| 6.1. | Is non-conforming material identified? | How? _____ | Y | N | NA |
| 6.2. | Are non-conformance's documented? | | Y | N | NA |
| 6.3. | Is non-conforming material segregated and stored in a secure area until final disposition? | | Y | N | NA |
| 6.4. | Who is responsible for disposition of non-conforming material? | _____ | | | |

7. CORRECTIVE ACTION

- | | | | | | |
|------|--|-------|---|---|----|
| 7.1. | Is there a corrective action system in place? | | Y | N | NA |
| 7.2. | Who is responsible for evaluating (Root Cause) non-conformances? | _____ | | | |
| 7.3. | Is there objective evidence that corrective actions have been implemented? | | Y | N | NA |
| 7.4. | Is there a follow –up system that evaluates the effectiveness of corrective actions taken? | | Y | N | NA |

8. QUALITY RECORDS

- | | | | | | |
|------|---|-------|---|---|----|
| 8.1. | Is there a process for identifying, filing, and maintenance of quality records? | | Y | N | NA |
| 8.2. | How long are quality records maintained on file? | _____ | | | |
| 8.3. | Are records readily available for review by customers or agencies? | | Y | N | NA |