



**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 |