



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

A. General:

Company name: _____

Address: _____

City/Town: _____ Province: _____ Country: _____

Postal/Zip code: _____ Tel. () _____ Fax.() _____

Head of Quality Deptt: _____ Title: _____

Head of quality deptt. Reports to: _____ Title: _____

Other contacts: _____ Title: _____

_____ Title: _____

Product or service: _____

To which standard(s) does your quality system conforms to:



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

B. Quality Management System:

- 1 Do you have a quality Management System Policy Manual in use?
which includes: scope of quality management system, documented procedures.

- 2 Do you have documented procedures and records required by this International Standard?

- 3 Are these quality management system documents controlled?

- 4 Do you have a process to assure the timely review, distribution and implementation of
all customer engineering specifications and changes on customer required schedule?

- 5 When do you plan to upgrade your QMS (i.e. ISO to TS to IATF)?

C. Management Responsibility:

- 1 Do you have a company Quality Policy?

- 2 Do procedures describe the authority of those responsible for managing, performing, and
verifying work effecting quality?

- 3 Is the quality system reviewed at appropriate intervals by your company's management to
ensure continuing suitability and effectiveness?

D. Resource Management:

- 1 Are verification resources such as inspection, test and quality system audits independent
of those responsible for work being performed?

- 2 Do you have personnel performing work affecting product requirement conformity
competent enough?

- 3 Do you provide adequate training to achieve necessary competence out of your employees?



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

E. Product Realization:

1 Do you determine quality objectives and requirements for the product?

2 How do you determine required verification, validation, monitoring, measurement, inspection and test activities specific to the product?

3 Do you ensure confidentiality of customer-contracted products and projects under development?

4 Do you determine and implement effective arrangements for communicating to the customers related to product information, customer feed back including complaints?

5 Do you have written procedures assuring that all drawings, procedures and specifications used are of the latest revision?

6 How are all affected personnel made aware of the latest revisions?

7 Does your Quality Assurance deptt. Review all the drawings, specifications and procedures and their revisions?

8 Do your purchase orders ensure that all of your product purchase specific requirements are mentioned on them?

9 Do you ensure that purchased product conforms to specified purchase requirements?

10 Do you maintain a quality history on received parts?

11 Do you perform sampling inspection?



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

12 State briefly how your receiving inspector performs his/her function?

13 How are the suppliers selected?

14 How is supplier evaluation and re-evaluation done?

15 Do you use any of customer- approved sources? If yes what is the criteria for ensuring quality product?

16 Show us a copy of the purchase order/requirements?
Does it include all product requirements?

17 Do you have quality inspection plan for products?

18 Do you have a corrective action program for defective purchased material and parts? Please describe:



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

19 Do you identify inspection status of received product? Please explain your system for keeping non-conforming material segregated:

20 Do you have work instructions available as required?

21 Do your work instructions show use of suitable equipment, monitoring and measuring equipment, product release implementation, delivery & post delivery activities?

22 How do you verify job set ups such as initial run of a job, material change

23 How is preventive and predictive maintenance carried out?
e.g. identifying key process equipment, planning maintenance activities, availability of replacement parts, improving maintenance objectives.

24 How do you maintain production tooling?
e.g. maintenance and repair, storage, set-up, tool change etc.

25 How do you manage inventory?
e.g. inventory turns, assuring stock rotation as FIFO, controlling obsolete product.



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

- 26 How do you maintain instruments calibration?
e.g. verifying at specified intervals, have identification, be protected from damage during handling, maintenace and storage.

F. Measurement, Analysis and Improvement:

- 1 How do you monitor information as to customer satisfaction for all product requirments? e.g. customer satisfaction survey etc.

- 2 Do you have a process in place for performing internal audits within your organization?

- 3 Do you maintain an in-process inspection history for manufactured products?

- 4 Are these records traceable to a specific lot?

- 5 Do you perform sampling inspection?

- 6 State briefly, how do you perform your in-process inspection?



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

7 Do you have a corrective action program for in-process defectives?

8 Describe your system for identifying the inspection status of in-process material?

9 Do you maintain final inspection history for manufactured products?

10 Are these records traceable to a specific lot?

11 Do you perform sampling inspection?

12 State briefly, how do you perform your final inspection?

13 Do you have a corrective action program for final inspection defectives?

14 Describe your system for identifying the inspection status of final inspection material?

15 Describe your system for keeping non-conforming product segregated?



Chalmers Suspensions International Inc.

Supplier's Audit Form (Second - Party) (F.021)

16 How do you monitor continuous improvement through use of quality policy, objectives, audit results, data analysis, corrective and preventive actions and management review?

17 How do you control non-conformities in order to prevent recurrence. e.g. reviewing Non-conformities (including customer complaints), determining cause, evaluating need for action so that these do not recur, determining and implementing action needed, record results for action taken and reviewing effectiveness of corrective action taken.

Audited By : _____

Date : _____

Audited By : _____

Date : _____