

NAV20 - CUSTOMER CONTRACT/PURCHASE ORDER REVIEW (ISO 4.3)

A 1	a. Is there a procedure for the review of all contracts or orders and does it provide for coordination of these activities?	___Yes ___No ___N/A
	b. Are contract requirements flowed down to the applicable departments for inclusion into work instructions, procedures, etc.?	___Yes ___No ___N/A
	c. Does the procedure require documentation and retention of contract review records?	___Yes ___No ___N/A
	d. Does contract review includes specification/drawing revisions?	___Yes ___No ___N/A
	e. Verify via sampling of available documentation. Record sample size:	___Yes ___No ___N/A
A 2.	Has each contract or accepted order been reviewed to ensure that the requirements are adequately defined and documented?	___Yes ___No ___N/A
A 3.	Has each contract been reviewed to insure that the supplier has the capability to meet contractual requirements?	___Yes ___No ___N/A

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A 4.	Has each contract been reviewed to ensure that any requirements differing from those in the request for quotation are resolved (e.g. vendor information requests, waivers, etc.)?	___ Yes ___ No ___ N/A
A 5	a. Do the procedures identify contract amendment methods?	___ Yes ___ No ___ N/A
	b. Do procedures assure contract amendments are correctly transferred to the functions concerned within the supplier's organization and sub tier suppliers?	___ Yes ___ No ___ N/A

Additional Comments/Concerns: