

SUPPLIER AUDIT PROGRAM

AUDIT PREPARATION GUIDE

1. Purpose

Supplier audits are focused primarily on process control. They are not intended to take the place of Pre-Award Surveys, Product-Oriented Surveys or Quality System Reviews.

2. Scope

The scope is based on the supplier's business and manufacturing capabilities as well as its quality history. Another factor in determining the scope is the auditor's needs. For instance, if procuring barstock from a supplier, you may only require verification of the following processes:

Metallurgical/Chemical Laboratory Testing.
Non-Destructive Testing.
Inspection and Testing.
Material Control.
First Article, Factory Acceptance and Individual Acceptance Testing.
Supplier Control of Objective Quality Evidence and Material Trace.

3. Checklists

Select applicable checklists based on scope of audit.

- 1. Metallurgical/Chemical Testing.
- 2. Hydrostatic Testing.
- 3. Non-destructive Testing
- 4. Calibration.
- 5. Inspection and Testing.
- 6. Material Control.
- 7. Document and Data Control.
- 8. Painting and Surface Preparation.
- 9. Control of Suppliers / Subcontractors Flowdown of Customer Requirements.
- 10. First Article, Factory Acceptance and Individual Acceptance Testing.
- 11. Receiving Inspection.

- 12. Non-conforming Material Control.
- 13. Component / System Cleanliness.
- 14. Torque.
- 15. Supplier Control of Objective Quality Evidence and Material Traceability.
- 16. Packaging and Preservation.
- 17. Final / Ship-out Inspection.
- 18. Electrical Testing.
- 19. Flame Spray.
- 20. Customer Contract / Purchase Order Review.
- 21. Internal Quality Audits.
- 22. Welding.
- 23. Heat Treat.
- 24. Plating.
- 25. Soldering.
- 26. Fastener Test Methods (ASTM F 606).
- 27. Teflon Coating.
- 26. Braze/Brazing Process.

4. **Audit Resources.** Select qualified auditors needed based on expertise in process areas to be reviewed.

5. **Notification.**

- a. Upon determination that a supplier is to be audited, contact the appropriate DCMC QAR to establish a start date for the audit.
- b. Obtain the company point of contact.
- c. Inform the QAR and supplier of what will be needed prior to conduct the audit (i.e., organizational chart, quality manuals, quality problems and corrective action plans and etc.).
- d. Establish a schedule, with supplier concurrence, which shall include the times opening and exit meetings and the daily audit agenda.
- e. Determine if personnel protective equipment is required.

6. **Audit Performance.**

a. Opening meeting. Meet with supplier representatives for formal introductions and discussion of planned audit activities for the duration of the audit.

b. Audit. Following applicable checklists, interview necessary personnel and review associated directives and documentation. Record pertinent information on working papers and attach to respective checklists. Meet with audit team members daily to discuss progress.

c. Exit meeting. Meet with supplier representatives and provide a briefing of audit results. Provide a written draft copy of the audit to the supplier.

7. **Conclusion.**

Upon return from the audit, input the results of completed checklists into the NAVSEALOGCEN Detachment, Portsmouth, NH, Web Page for the Supplier Audit Program. Provide a formal final report to the supplier.