



WITTUR

## SUPPLIER PRE- AUDIT QUESTIONNAIRE

WFM-QM-046.xlsx

Revised: January, 2017

Supplier: Site : Prepared by: Commodity Product: Date: 

## KEY PERSON

PARTNERS	
PRESIDENT	
R&D Manager	
Quality Manager	
Fax number	
Sales Manager	
Production Scheduling	
MAIN Articles Product with their % on the Total	

## MANAGEMENT SYSTEMS CERTIFICATION

(attach copy of certificate)

ISO 900....	Yes	No	Scheduled for	
ISO 14000	Yes	No	Scheduled for	
Other	Yes	No		
Customer Evaluation Validation	Yes	No	Scheduled for	

## MAIN CUSTOMERS

NAME	SECTOR	PRODUCT SUPPLIED	% TUOVER	Location

No.	CRITERIA	NA	YES	NO	COMMENTS
	QAP.p	0	0	0	
1	Characteristics in compliance to plans and specifications?				
	<i>Chose a product similar to Wittur and check the full Initial Samples(IS) report.</i>				
	<i>IS report is constituted at least of: Material report - Final product dimensional report.</i>				
	<i>Test and aesthetic report can be necessary according to plans and specifications.</i>				
	1.1 Standard				



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1	- Product reference and revision index are identified in the quality report			
	<b>1.2 Material conformity report</b>			
2	- All material characteristics are in accordance with the specification ( <i>check certificate of analysis</i> )			
3	- <i>If the product is composed of components, check IS report for each component</i>			
	<b>1.3 Final product dimensional report</b>			
4	- All characteristics of the drawing are identified and measured			
	<b>1.4 Product test report</b>			
5	- All tests required are achieved and are in accordance with plan or specification			
	<b>1.5 Product appearance report</b>			
6	- Appearance checking required, is achieved and is in accordance with plan or specification			

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No.	CRITERIA	NA	YES	NO	COMMENTS
	<b>PURCHASING - INCOMING PRODUCT - STORAGE</b>	0	0	0	
2	Is there a procedure for incoming inspection?				
	<i>The procedure takes into account the following topics: Material, Components and Subcontracted parts . The procedure must be complete and applied. Check following points :</i>				
	<b>2.1 Incoming materials / articles</b>				
1	- All materials/articles requiring inspection are inspected before storage or release to production				
	<b>2.2 Incoming inspection lay-out</b>				
2	- Incoming products requiring inspection are kept in separate, formal and identified areas for " products to be inspected " and " products awaiting a decision "				
3	- Conform materials / articles are kept in appropriate conditions, functional layout and location identified ( <i>to avoid risk of: damage, mixing and mistake of reference, loss of FIFO, accident</i> )				
	<b>2.3 Identification and traceability</b>				
4	- Lot number is clearly identified on the label and on the certificate of analysis / conformity report				
5	- After inspection, a quality status label is available on each packaging to identify verified and non-verified products ( status can be: awaiting decision, accepted, rejected, accepted under waiver, rework ) ( <i>the label is located on packaging to be kept during all the time of its consumption</i> )				
	<b>2.4 Inspection</b>				
6	- Sampling and acceptance rules are defined and respected => <i>compared with Initial samples and specifications to prevent deviations</i>				
7	- Recordings ( measurements - testing results ) and archiving, are available and exploited => <i>compared with Initial samples and specifications to prevent deviations</i>				



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		CRITERIA	NA	YES	NO	COMMENTS
		<b>CHANGE REVISION MANAGEMENT FOR INTERNAL AND EXTERNAL COMPONENTS</b>	0	0	0	
3		<b>Change / Revision Management</b>				
		<b>3.1 Customer's revision index change and End of production</b>				
		<i>To ensure that documentation , modified products and products of previous version are managed</i>				
	1	- new drawings, specifications, documents are identified with the mention " <b>application date:...</b> "				
	2	- obsolete products of previous index (version) are identified, stocktaking and isolated ( <i>to prevent production with non-conforming materials/components</i> )				

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No.		CRITERIA	NA	YES	NO	
		<b>SAFETY AND SPECIAL CHARACTERISTICS</b>	0	0	0	
4		<b>Traceability of Safety and special characteristics for subcontracting operations</b>				
		<b>or purchased components</b>				
		<i>Check a current product which is concerned with Safety or special characteristics.</i>				
		<i>The following points must be taken into account and applied.</i>				
		<b>4.2 Safety characteristics</b>				
	1	Safety symbol is identified on product/process documentation & packaging label				
		<b>4.3 Safety or special characteristics</b>				
	2	On each delivery, characteristics are checked and recorded ( by supplier and by incoming inspection )				



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No.	CRITERIA	NA	YES	NO
	<b>MANUFACTURING / WORKSTATIONS</b>	0	0	0
	<b>Process: Workstations:</b>			
5	<b>Check Control plan / Work Instructions are applied</b>			
	<i>Control plan in accordance with identified risks / FMEA.</i>			
	<i>Work instructions must have a revision index, managed and linked to Control plan .</i>			
	<i>Work instructions must give a response to: How, Who, When, with What ?</i>			
	<b>5.2 Traceability through each stage of the process</b>			
1	- A follow-up (road) sheet identifies all successive operations of the process. At the end of each step, an acceptance is given prior to start the work an the next one. Quality status available.			
	<b>5.3 Manufacturing processes instructions &amp; Production record documents</b>			
2	- Existence of a production follow-up register with data, significant process events and incidents <i>( quantity, scraps, sorting, rework / power cuts, machine breakdown, tool change...)</i>			
	<b>5.4 Setting sheet and instructions</b>			
3	- A setting sheet defines machine, tools and all parameters affecting the process and their adjustments			
	<b>5.5 Inspection instructions &amp; Quality recording documents</b>			
4	- Inspection sheet is available and applied <i>(Special and Critical characteristics are identified)</i>			
	<b>5.7 Instructions for equipment maintenance / Recording</b>			
5	- A maintenance sheet (check list ) is available and applied ( job to do - schedules - & records )			

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No.	CRITERIA	NA	YES	NO
	<b>MANUFACTURING / WORKSTATIONS</b>	0	0	0
6	<b>Start of Production and Machine / Line Start-up</b>			
	<i>Authorizing the start of production ( by Quality ) is a key point in process control to ensure quality</i>			
	<b>6.1 Procedure structure must cover following points:</b>			
1	Reference changeover, material / article batch change, team change and long shut-down			
	<b>6.2 Minimum requirements</b>			
2	- Machine / Line / Workstation preparation and setting according to setting sheet (including process parameters)			
3	- Parameters affecting the process / Anti-Error System / material designation / marking <i>=&gt; compare parameters on setting sheet / on machine and on recording sheet</i>			
4	- First start-up parts validated by authorized people are present at workstation and kept until next start-up			
5	- If production is launched before authorizing, parts must be identified with a specific label as for example " Waiting for validation "			
6	- Operator checks product characteristics as defined in self-inspection sheet.			



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No.	CRITERIA	NA	YES	NO
	<b>MANUFACTURING / WORKSTATIONS</b>	0	0	0
7	<b>Measurement and Inspection equipment</b>			
	<i>All monitoring and measuring devices used for product inspection or process monitoring, must be controlled. Hereafter the key points to be check:</i>			
	<b>7.1 Identification</b>			
1	- All measuring and control equipments ( for the product / process ) are identified by a control number and listed ( database ) in order to manage validity dates of calibration.			
	<b>7.2 Calibration - verification</b>			
2	- Supplier's measurement standards are traceable to international or national measurement standards <i>ex: standard gauge - standard pyrometer - Newton's ring -...</i>			
	<b>7.3 Capability of measuring and test equipment system</b>			
3	- Statistical studies SPC (R&R test, CPK,... ) are available and show the ability of measurement system to satisfy the intended application. <i>We request a minimum precision of means = 1/10 of the unit to be measured.</i>			

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No.	CRITERIA	NA	YES	NO
	<b>MANUFACTURING / WORKSTATIONS</b>	0	0	0
8	<b>Product conformance - Identification of quality status</b>			
	<i>All parts / materials in the plant are identified and have their quality status.</i>			
	<i>Hereafter the key points to be check:</i>			
	<b>8.1 Quality status instructions</b>			
1	- Each type of quality status is defined with specific label, and is visible. <i>=&gt; types of quality status:</i> * Awaiting decision = material / part on <b>hold</b> (not inspected or necessary quality reports not available to release the product) * Accepted = in accordance with specification * Rejected = not in accordance with specification * Accepted under deviation = product / process discrepancies formally accepted by Quality <i>( deviation in comparison with approved standard )</i> * Reworked = rejected part in rework in order to become in compliant with specifications			
	<b>8.2 Application</b>			
2	- Records must indicate the name of the person (or function) authorizing the release of product.			
3	- There is available place for specific rejected parts at each workstation ( <i>normally in red color</i> )			



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No.	CRITERIA	NA	YES	NO	
	<b>MAINTENANCE OF TOOLS</b>	0	0	0	
9	<b>Maintenance of production tooling sufficient to guarantee product quality</b>				
	<i>Applicable for product using tooling / mould ( die casting - plastic part - cutting - stamping...) or perishable tools.</i>				
	<i>Hereafter the key points to be check:</i>				
	<b>9.1 Instructions for maintenance of tooling</b>				
	<b>Tool preparation</b>				
1	- Check the existence and application of a tool maintenance procedure.				
	<b>Verification</b>				
2	- Verification is performed according to a pre-defined check list				
3	- If conformity report or/and verification show defects, tooling is identified ( <i>red visual marking</i> ) and isolated in a specific area for repairing.				
	<b>9.2 Recording</b>				
4	- All repairing and events ( <i>sharpening, ...</i> ) on tools are registered.				

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No.	CRITERIA	N/A	YES	NO	COMMENTS
	<b>NON CONFORMANCE MANAGEMENT</b>	0	0	0	
10	<b>Management of non-conformance</b>				
	<i>A procedure shall ensure that product which is not conform to requirements is identified and controlled to prevent its unintended use or delivery.</i>				
	<i>Hereafter the key points to be check:</i>				
	<b>10.1 Identification and isolation</b>				
1	- All non-conform product is identified (designation, quality status " rejected" ) and isolated.				
2	- Specific boxes or quarantine areas for "rejected" parts are available, with controlled access and without risk of mixing with other parts				
3	- Customers are informed promptly in the event a nonconforming product has been shipped.				
	<b>10.2 Dealing with nonconforming product</b>				
4	- <b>scraps</b> are isolated in quarantine area with controlled access, until final elimination.				
5	- <b>sorting, rework</b> is performed in an isolated area under written instructions.				
	<b>10.3 Recordings</b>				
6	- Nature of non-conformities, actions taken and deviations are registered and maintained.				



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	<b>PRODUCT / PROCESS MODIFICATION</b>	0	0	0	
11	<b>Product / process modification - Internal and external validation by Initial Samples ( I.S. )</b>				
	<i>A procedure shall ensure that any changes impacting product realization are controlled, including those caused by any supplier.</i>				
	<i>The procedure shall take into account product and manufacturing process changes.</i>				
	<i>Hereafter the key points to be check:</i>				
	<b>11.1 Modification management / Recordings</b>				
1	- List of modifications is available concerning the product / manufacturing process.				
2	- All product / process changes are recorded ( date, number, subject ).				
	<b>11.2 Validation</b>				
3	- An internal validation by I.S. is performed. A quality report is available and valid by the client.				

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No.	CRITERIA	NA	YES	NO	
	<b>INSPECTION, TESTING, METROLOGY - LABORATORY</b>	0	0	0	
12	<b>Results</b>				
	<i>All product results shall be established and maintained to provide evidence of conformity to requirements.</i>				
	<i>The results concern all product characteristics defined on Control plan and Instructions.</i>				
	<i>The key points are: results must be recorded , checked and approved by the authorized personnel.</i>				
	<i>In case of non-conformance, corrective actions are implemented.</i>				
	<i>On the chosen product, check that all inspections expected in Control plan are applied and results are in accordance with product characteristics.</i>				
	<i>Hereafter, key points for examples:</i>				
	<b>12.1 Self-inspection</b>				
1	- Checking result performed by Operator is available, in accordance with specification and inspection sheet.				
	<b>12.2 Product audit</b>				
2	- Checking results performed by Quality during production, are available and in accordance with all specified requirements ( product dimensions, material, functional tests, packaging, labeling ) defined on Control plan and on inspection sheets.				
3	- Final tests and measurements are performed before client delivery				