

Supplier: _____

Process: _____

Participants

WABCO (Resp / Dept.)	Name	Supplier (Resp. / Dept.)	Name
Lead-Auditor /			
Auditor /			

Q-Cert. acc. _____ dated: _____ E-Cert. acc. _____ dated: _____

Summary:

Rating	n. a.	Points		Performance [%]
		achievable	achieved	
Total 1: Process Planning	<input type="checkbox"/>			
Total 2: Personnel	<input type="checkbox"/>			
Total 3: Process Verification	<input type="checkbox"/>			
Total 4: Goods-In Production Material	<input type="checkbox"/>			
Total 5: Continual Improvement / Corr. Action	<input type="checkbox"/>			
Total 6: Health / Safety / Environmental	<input type="checkbox"/>			
Grand Total:				

The process receives a rating of _____

Rating Scheme Level of Performance: 100-91% = fully complied with (A)
90-81% = largely complied with (AB)80-61% = partly complied with (B)
60- 0% = not complied with (C)

Attachments	Pages	Links
Deviations / Corrective Actions Report		
Visit Report		

Lead Auditor: _____

Supplier: _____

Supplier:

Process:

1. Process Planning	n.a.	achievable	achieved	Item # of Dev./Corr.Act
Are requirements for the product and the function of the product on the vehicle available, and are they known? (Product specification, Requirements in terms of Quality, Environmental, Packaging, Quantity)	⊗			
1.1 Are all required customer documents available and up-to-date? (Drawings, Test requirements, JED)	<input type="checkbox"/>	10		
1.2 Is the process flow described in full? (e.g. process flow diagram with Inputs/Outputs)	<input type="checkbox"/>	10		
1.3 Are process elements marked which will be influenced from 'Special Characteristics'?	<input type="checkbox"/>	10		
1.4 Is the process risk assessed and are necessary actions for improvement defined? (P-FMEA)	<input type="checkbox"/>	10		
1.5 Is the Control Plan (acc. ISO/TS 16949, Annex A, Phase c) established and does it reflect the P-FMEA results?	<input type="checkbox"/>	10		
1.6 Are the supplier documents maintained?	<input type="checkbox"/>	10		
1.7 Would the planned process meet the required capacity?	<input type="checkbox"/>	10		
1.8 Is the suitability of manufacturing/test equipment verified, and has it been released?	<input type="checkbox"/>	10		
1.9 Is an initial sample procedure in place?	<input type="checkbox"/>	10		
1.10 Are service / maintenance schedules in place?	<input type="checkbox"/>	10		
1.11 Are the applicable health, safety and environmental requirements taken into account?	<input type="checkbox"/>	10		
1.12 Is the applicable JED-762 taken into account?	<input type="checkbox"/>	10		
1.13 Is contingency planning for supplier and suppliers performed?	<input type="checkbox"/>	10		
Sub-Total				

2. Personnel	n.a.	achievable	achieved	Item # of Dev./Corr.Act
2.1 Is the staff trained of the application of the product and its relative importance?	<input type="checkbox"/>	10		
2.2 Do authorized personnel duly train the staff of the process, and is there a record of this?	<input type="checkbox"/>	10		
2.3 Is the staff trained for handling of any substances, and is there a record of this?	<input type="checkbox"/>	10		
2.4 Is a qualification matrix in place?	<input type="checkbox"/>	10		
2.5 Is a staff deployment schedule in plan, including substitutes?	<input type="checkbox"/>	10		
2.6 Are methods in use in order to give feedback about process performance to the staff?	<input type="checkbox"/>	10		
Sub-Total				

Supplier:

Process:

3.	Process Verification	n.a.	achievable	achieved	Item # of Dev./Corr.Act
3.1	Are the documents for all process elements complete, in suitable manner and maintained? (Work-, test-, packaging instructions, quality-, productivity records)	<input type="checkbox"/>	10		
3.2	Are manufacturing and measuring equipment clearly identified and measuring equipment valid calibrated?	<input type="checkbox"/>	10		
3.3	Is the process assessed under series conditions and are appropriate actions derived there from?	<input type="checkbox"/>	10		
3.4	Are capability studies been done for agreed Items, and are appropriate actions derived there from?	<input type="checkbox"/>	10		
3.5	Are results of test activities being documented? (e.g. SPC chart)	<input type="checkbox"/>	10		
3.6	Are any incidents during production being recorded and appropriate actions derived there from?	<input type="checkbox"/>	10		
3.7	Does the flow of material correspond to the defined process flow?	<input type="checkbox"/>	10		
3.8	Is the mix-up of materials being effectively prevented, and has traceability been ensured?	<input type="checkbox"/>	10		
3.9	Are any defective materials effectively removed from the flow of materials and marked?	<input type="checkbox"/>	10		
3.10	Is a product audit being done prior to shipping (identity, cleanliness, packaging)?	<input type="checkbox"/>	10		
3.11	Are tools, fixtures and testing equipment stored in a suitable manner? (shelves, fire protection)	<input type="checkbox"/>	10		
3.12	Is a re-work loop area identified, and are actions been properly executed and results recorded?	<input type="checkbox"/>	10		
3.13	Are manufacturing equipment and area cleaned regularly?	<input type="checkbox"/>	10		
3.14	Findings from Process audit add-on Name:	<input type="checkbox"/>			
Sub-Total					

4.	Goods-In Production Materials	n.a.	achievable	achieved	Item # of Dev./Corr.Act
4.1	Is the production material released for series production? (ISIR)	<input type="checkbox"/>	10		
4.2	Are quality objectives agreed with sub-suppliers?	<input type="checkbox"/>	10		
4.3	Is the quality capability of the sub-suppliers verified? (Audit results, quality records)	<input type="checkbox"/>	10		
4.4	Does the inspection plan in goods-in take into account the manufacturing risk of the sub-supplier?	<input type="checkbox"/>	10		
4.5	Are packing requirements agreed and executed? (packaging, lot sizes, markings)	<input type="checkbox"/>	10		
4.6	Are the production materials stored in a suitable manner, and is FIFO being complied with?	<input type="checkbox"/>	10		
Sub-Total					

Supplier:

Process:

5	Continual Improvement / Corrective Action	n.a.	achievable	achieved	Item # of Dev./Corr.Act
5.1	Are continual process performance evaluation methods used to monitor customer satisfaction?	<input type="checkbox"/>	10		
5.2	Are objectives defined for the process, and is their compliance being monitored?	<input type="checkbox"/>	10		
5.3	Are process data recorded in full, and are these records suitable for evaluation?	<input type="checkbox"/>	10		
5.4	Are process data statistically evaluated, and continual improvements derived there from?	<input type="checkbox"/>	10		
5.5	Are regular audits done of processes and products?	<input type="checkbox"/>	10		
5.6	Are the causes of any deviations from the requirements analysed?	<input type="checkbox"/>	10		
5.7	Are corrective actions monitored for effectiveness?	<input type="checkbox"/>	10		
5.8	Is a complaint management established, and are feedbacks given within required time period?	<input type="checkbox"/>	10		
Sub-Total					

6.	Health / Safety / Environmental	n.a.	achievable	achieved	Item # of Dev./Corr.Act
6.1	Is an Environmental Management in place, and is the staff familiarised with it?	<input type="checkbox"/>	10		
6.2	Is a cadastre on hazardous substances kept, and is this up-to-date?	<input type="checkbox"/>	10		
6.3	Does the manufacturing process generate any waste / scrap / hazardous substances, and are these disposed of in keeping with the applicable legislation?	<input type="checkbox"/>	10		
6.4	Does the manufacturing process give off any emissions, and are these within the limits?	<input type="checkbox"/>	10		
6.5	Are instructions for handling hazardous substances in place and on display at appropriate workstations?	<input type="checkbox"/>	10		
6.6	Are all hazardous substances marked and stored in line with the instructions?	<input type="checkbox"/>	10		
6.7	Is a system for waste / scrap segregation in place?	<input type="checkbox"/>	10		
6.8	Are the processes checked and released by the specialist for industrial safety?	<input type="checkbox"/>	10		
6.9	Are the rules for Order / Safety / Cleanliness complied with?	<input type="checkbox"/>	10		
Sub-Total					

Rating criteria: (10) fully complied with (7) largely complied with (4) partly complied with (0) not complied with

'Largely' means that evidence has been provided that more than ¾ of all requirements have been met and that there is no particular risk.