SUPPLIER PRE-AUDIT QUESTIONNAIRE

Type	Belonging	Process	Code	Edition	Date	Language
FR	WHQ	SQD	FR001 [WHQ_SQD_PR002]	02	05/12/2018	EN

WITTUR

Supplier: | **Site:** | **Prepared by:**

Commodity: | **Product:** | **Date:**

KEY PERSONS	
Partners	
President/Owner	
Quality Manager	
Sales Manager	
R&D Manager	
Production Scheduling	
Phone number	
Fax number	
MAIN articles/products with their % on the Total	

MANAGEMENT SYSTEM CERTIFICATIONS				
ISO 9001	YES	NO	if no, scheduled for	
ISO 14001	YES	NO	if no, scheduled for	
BS OHSAS Rev.2	YES	NO	if no, scheduled for	
ISO 45001 Rev.2	YES	NO	if no, scheduled for	
Other *(please specify)*				
Customer specific validations				
Please send a copy of all your valid certifications				

MAIN CUSTOMERS

NAME	LOCATION	SECTOR	PRODUCT SUPPLIED	% TURNOVER

QUESTIONNAIRE

	CRITERIA	YES	NO	N/A	COMMENTS
	1. PPAP	0	0	0	
	Characteristics in compliance to plans and specifications?				
	Chose a product similar to Wittur and check the full Initial Samples(IS) report				
	IS report is constituted at least of: Material report - Final product dimensional report				
	Test and aestetic report can be necessary according to plans and specifications				
	1.1 Standard				
1	- Product reference and revision index are identified in the quality report				
	1.2 Material conformity report				
2	- All material characteristics are in accordance with the specification (check certificate of analysis)				
3	*- If the product is composed of components, check IS report for each component*				
	1.3 Final product dimensional report				
4	- All characteristics of the drawing are identified and measured				
	1.4 Product test report				
5	- All tests required are achieved and are in accordance with plan or specification				
	1.5 Product appearance report				
6	- Appearance checking required, is achieved and is in accordance with plan or specification				

	2. PURCHASING - INCOMING PRODUCT - STORAGE	0	0	0	COMMENTS
	Is there a procedure for incoming inspection?				
	The procedure takes into account the following topics: Material, Components and Subcontracted parts				
	The procedure must be complete and applied. Check following points :				
	2.1 Incoming materials / articles				
1	- All materials/articles requiring inspection are inspected before storage or release to production				
	2.2 Incoming inspection lay-out				
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				
	(to avoid risk of: damage, mixing and mistake of reference, loss of FIFO, accident)				
	2.3 Identification and traceability				
4	- Lot number is clearly identified on the label and on the certificate of analysis / conformity report				
5	- After inspection, a 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)				
	(the label is located on packaging to be kept during all the time of its consumption)				
	2.4 Inspection				
6	- Sampling and acceptance rules are defined and respected				
	=> compared with Initial samples and specifications to prevent deviations				
7	- Recordings (measurements '- testing results) and archiving, are available and exploited				
	=> compared with Initial samples and specifications to prevent deviations				
	2.5 Hazardous Substances & Risk Mitigation				
8 Rev.2	- Are incoming goods and substance managed with MSDS sheets?				
	=> Layout area, used PPE, Substance handlings, are done according to what described inside MSDS.				
9 Rev.2	- Are there Emergency plans known and distributed within the operators?				
	=> Check the compliance with substances management and presence of Emercengy Instructions/Tool				

Editor: M.Ursida
Approved by: A.Aviles

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

	4. SAFETY AND SPECIAL CHARACTERISTICS	0	0	0	COMMENTS
	Traceability of Safety and special characteristics for subcontracting operations				
	or purchased components				
	Check a current product which is concerned with Safety or special characteristics.				
	The following points must be taken into account and applied.				
	4.1 Safety characteristics				
1	Safety symbol is identified on product/process documentation & packaging label				
	4.2 Safety or special characteristics				
2	On each delivery, characteristics are checked and recorded (by supplier and by incoming inspection)				

	5. MANUFACTURING / WORKSTATIONS	0	0	0	COMMENTS
	Process: Workstation:				
	Check Control plan / Work Instructions are applied				
	Control plan in accordance with identified risks / FMEA.				
	Work instructions must have a revision index, managed and linked to Control plan .				
	Work instructions must give a response to: How, Who, When, with What ?				
	5.1 Traceability through each stage of the process				
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.				
	5.2 Manufacturing processes instructions & Production record documents				
2	- Existence of a production follow-up register with data, significant process events and incidents				
	(quantity, scraps, sorting, rework / power cuts, machine breakdown, tool change…)				
	5.3 Setting sheet and instructions				
3	- A setting sheet defines machine, tools and all parameters affecting the process and their adjustments				
	5.4 Inspection instructions & Quality recording documents				
4	- Inspection sheet is available and applied *(Special and Critical characteristics are identified)*				
	5.5 Instructions for equipment maintenance / Recording				
5	- A maintenance sheet (check list) is available and applied (job to do - schedules - & records)				
	5.6 Are workplaces managed with H&S Criteria for risk prevention?				
6 Rev.2	- Are present machines & tools that allow operators to work properly according to H&S prevention issu				

	CRITERIA	YES	NO	N/A	COMMENTS
	6. MANUFACTURING / WORKSTATIONS	0	0	0	
	Start of Production and Machine / Line Start-up				
	Authorizing the start of production (by Quality) is a key point in process control to ensure quality				
	6.1 Procedure structure must cover following points:				
1	Reference changeover, material / article batch change, team change and long shut-down				
	6.2 Minimum requirements				
2	- Machine / Line / Workstation setup according to setting sheet (including process parameters)				
3	- Parameters affecting the process / Anti-Error System / material designation / marking				
	=> compare parameters on setting sheet / on machine and on recording sheet				
4	- First start-up parts validated by authorized people are present at workstation and kept until next				
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.				

	7. MANUFACTURING / WORKSTATIONS	0	0	0	COMMENTS
	Measurement and Inspection equipment				
	All monitoring and measuring devices used for product inspection or process monitoring, must be				
	controlled. Hereafter the key points to be check:				
	7.1 Identification				
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.				
	7.2 Calibration - verification				
2	- Supplier's measurement standards are traceable to international or national measurement standards				
	ex: standard gauge - standard pyrometer - Newton's ring -…				
	7.3 Capability of measuring and test equipment system				
3	- Statistical studies SPC (R&R test, CPK,...) are available and show the ability of measurement				
	system to satisfy the intended application.				
	We request a minimum precision of means = 1/10 of the unit to be measured.				

	CRITERIA	YES	NO	N/A	COMMENTS
	8. MANUFACTURING / WORKSTATIONS	0	0	0	
	Product conformance - Identification of quality status				
	All parts / materials in the plant are identified and have their quality status.				
	Hereafter the key points to be check:				
	8.1 Quality status instructions				
1	- Each type of quality status is defined with specific label, and is visible.				
	=> types of quality status:				
	* Awaiting decision = material / part on hold (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				
	* Reworked = rejected part in rework in order to become in compliant with specifications				
	8.2 Application				
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 (normally in red color)				

Editor: M.Ursida
Approved by: A.Aviles

	9. MAINTENANCE OF TOOLS	0	0	0	COMMENTS
	Maintenance of production tooling sufficient to guarantee product quality				
	Applicable for product using tooling / mould (die casting - plastic part - cutting - stamping…) or				
	perishable tools. Hereafter the key points to be check:				
	9.1 Instructions for maintenance of tooling				
	Tool preparation				
1	- Check the existence and application of a tool maintenance procedure.				
	Verification				
2	- Verification is performed according to a pre-defined check list				
3	- If conformity report or/and verification show defects, tooling is identified (red visual marking) and isolated in a specific area for repairing.				
	9.2 Recording				
4	- All repairing and events (sharpening, ...) on tools are registered.				
	9.3 Is there a Safety maintenace plan? (Self-assessment or third part inspection)				
5 Rev. 2	- Are all machines and tools controlled awith standard frqquences in Emergency functional controls?				

	CRITERIA	YES	NO	N/A	COMMENTS
	10. NON CONFORMANCE MANAGEMENT	0	0	0	
	Management of non-conformance				
	A procedure shall ensure that product which is not conform to requirements is identified and controlled				
	to prevent its unintended use or delivery. Hereafter the key points to be check:				
	10.1 Identification and isolation				
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.				
	10.2 Dealing with nonconforming product				
4	- scraps are isolated in quarantine area with controlled access, until final elimination.				
5	- sorting, rework is performed in an isolated area under written instructions.				
	10.3 Recordings				
6	- Nature of non-conformities, actions taken and deviations are registered and maintained.				
	10.3 Recordings on HSE Related Accidents (Near Misses / Injuries)				
7 Rev.2	- is there a controlled reporting system for managing near misses Injuries and prevention?				
	A procedure shall be established to give criteria for issues evaluation and corrective action evaluation.				

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

	12. INSPECTION, TESTING, METROLOGY - LABORATORY	0	0	0	COMMENTS
	Results				
	All product results shall be established and maintained to provide evidence of conformity to				
	requirements. The results concern all product characteristics defined on Control plan and Instructions.				
	The key points are: results must be recorded , checked and approved by the authorized personnel.				
	In case of non-conformance, corrective actions are implemented.				
	On the chosen product, check that all inspections expected in Control plan are applied				
	and results are in accordance with product characteristics. Hereafter, key points for examples:				
	12.1 Self-inspection				
1	- Checking data taken by Operator is available, in accordance with specification and inspection sheet				
	12.2 Product audit				
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				

Q	50	Total Number of Questions
NA	0	Total Number of Questions NA
YES	0	Total Number of Questions YES
NO	0	Total Number of Questions NO

Editor: M.Ursida
Approved by: A.Aviles