Company Name: ……………………………………………………………………….

Location: …………………………………………………………………………….

Vendor Audit Checklist

Name of Supplier:	
Address:	
Product Name:	
1.	
2.	
3.	
4.	
Material supplied:	

Nature of audit	**Routine**	**[**	**]**
	Surveys	**[**	**]**
	Report deficiency	**[**	**]**

Detail of deficiency reported :

Audit item		Persons from auditee :	
Audit item	**1.**	**Persons from auditee :1.**	
	2.		**2.**
	3.		**3.**
	4.		**4.**

Area or activities to be included
1. **General**
2. **Personnel**
3. **Plant and building**
4. **Manufacturing control**
5. **Record keeping**
6. **Raw material control**
7. **Quality control**
8. **Other product manufactured**
9. **Filing system**
Audited on   :
Reported on :
Copies to :   1.
**   2.**
**   3.**

Vendor Audit Checklist

S.No	Checks	Observation
1.0	**General Observation**	
1.1	**Building maintenance**	
1.2	**Reception**	
1.3	**Administrative Block/Office**	
1.4	**Utility block**	
1.5	**Maintenance facility**	
1.6	**Surroundings**	
2.0	**Personnel:**	
2.1	**Organizational structure**	
2.2	**Qualification and experience of technical staff**	
2.3	**Provision for pre-employment:**	
	Medical Check up:	
	For staff:	
	For operators:	
2.4	**Periodical medial check-up**	
	For staff:	
	For operators:	
2.5	**Factory cloths**	
	For staff:	
	For operators:	
	Washing schedule:	
2.6	**Personnel Hygiene**	
	Shower / Wash Basins	
	WC / Toilet	
	Lockers	
	Canteen	
3.0	**Plant & Building:**	
3.1	**Well equipped and sufficient area for stores :**	
	Raw material	
	Packaging material	
	Intermediate	
	Finished goods	
	Cleaning / Schedule	
	Cleaning of used equipment and accessories	
3.2	**Equipment**	
	Well Maintained	
	Identification	
	Cleaning requirement	

Vendor Audit Checklist

	• **For same product**	
	• **For product change over**	
3.3	**Housekeeping & sanitation**	
3.4	**Measuring and indicating devices**	
	Condition	
	Calibration procedure	
3.5	**Special procedure / precaution**	
4.0	**Manufacturing Control**	
4.1	**Identification level for material under processing**	
4.2	**Written manufacturing procedure**	
4.3	**Deviation control procedure**	
4.4	**Mean of communication**	
4.5	**Status label for rejected released material**	
4.6	**Used container control**	
5.0	**Record Keeping**	
5.1	**Material issue control**	
5.2	**Equipment log**	
5.3	**Process record**	
5.4	**Accountability**	
5.5	**In-process results**	
6.0	**Raw-material Control**	
6.1	**Raw material receipt control**	
6.2	**Approved material segregation**	
6.3	**Rejected material control**	
7.0	**Quality Control**	
7.1	**Raw material specification / test procedure and its control.**	
7.2	**Calibration record**	
7.3	**Finished product analysis and release control.**	
7.4	**Testing facilities**	
8.0	**Information Related to other Product Manufactured**	
8.1	**List of product manufactured (attach sheet)**	
8.2	**Product change over control**	
8.3	**Control over equipment in common use**	
9.0	**Others**	
9.1	**Filing system**	
9.2	**Retravibility**	

Date: Auditor Sign.