

VENDOR AUDIT



Vendor Audit Program



85

08-02-2015

Before the audit



Audit Plan :

VENDOR AUDIT

VENDOR DETAILS

Name of the Vendor :

Auditors :

Date of Audit :

Personnel Contacted :

No of Pages (incl. this) :

Date of Issue :

Distribution

1. (Supplier audited) - with a request to submit a compliance report within 30 days of the receipt of the audit report
2. Head of Purchase.

Reason for Audit

Recommendations made:

Nature of Observations:

Conclusion:

COMPANY PROFILE

- 1 Supplier
- 2 New Supplier Appraisal
- 3 Manufacturing Location
- 4 Materials / Components to be supplied to OCP
- 5 OCP sites supplied
- 6 Other Materials Manufactured at Site
- 7 Approximate % of the Business for the Pharmaceutical Industry
- 8 General Site Comments / Suitability of Buildings
- 9 Holiday and Shift Cover / Production Pattern:
- 10 Personnel on Site
- 11 Location of other Manufacturing Sites
- 12 Accreditation
- 13 Other Customers supplied to
- 14 Safety Policies
- 15 General Housekeeping

QUALITY SYSTEM

1. Raw materials tested?
2. In process control / Finished pack check
3. Material Identification & Label Control
4. Storage of Raw Materials & Finished Products
5. Plate making / Positives / Cylinder making details
6. Destruction & Disposal of Printed Packaging Material
7. Machinery:

- 8. Laboratory Facility, Control of Inspection, Measuring and Test Equipments
- 9. Retention samples
- 10. Record of Rejection, complaints & action taken
- 11. Transport & Delivery of Material

VENDOR EVALUATION

Topic	Marks	Obtained Marks
Quality System	50	
Environmental	15	
Customer services	20	
Safety	15	
Total	100	
Overall comments :		APPROVED
		NOT APPROVED
		WITHDRAW APPROVAL
Auditor :		Date
Auditor :		Date

During Audit



After the Audit

