**SUPPLIER AUDIT REPORT**

**SUPPLIER 3S**

# SCOPE

## This report applies to the on-site audit performed at the Supplier 3 facility located in Cleveland, OH. The purpose of the audit was a surveillance audit and to evaluate Supplier 3s’ compliance with its internal quality system procedures and the effectiveness and suitability of its Quality Management System per ISO 13485:2016.

# BACKGROUND INFORMATION

## Supplier 3 manufacturers PCBA, box builds, and provides testing services

## Supplier 3 manufactures DW-1234 (Common Baseboard), DW-2345 (Encoder Wiring Shield), DW-7896 (Encoder Wiring Shield), DW-0976-00 (Common Baseboard), DW-1111 (Encoder boards) and OS-0111 (DCVA Encoder Board) for Customer

# SUMMARY OF AUDIT

## This audit was completed by Customer personnel John Doe, and Bob Martin (Supplier 3) hosted and was the main contact throughout the audit.

## Audit Agenda (Attachment #1) and Audit Checklist (Attachment #2) detailed the area/functions that were audited to ensure compliance with their internal quality procedures.

## Evidence of the procedures and records reviewed were documented in the checklist (Attachment #2)

# AUDIT RESULTS / OBSERVATIONS

## During the audit, two major and 1 minor finding were observed.

### Missing Calibration Documents for Tools A & B

### Missing Receiving Documents for incoming raw materials SN 1 & SN2.

### Audit report corrections were not closed before the due date and no approved extension was found

# CONCLUSION

## The outcome of the audit demonstrates that Supplier 3s remains professional and knowledgeable about its processes and systems.

## Supplier 3s shall remain on Customer’s approved supplier list and will be a critical supplier.

## The next audit is expected to schedule in the year **2026**.

# ATTACHMENTS

## Attachment #1 – Audit Agenda

## Attachment #2- Audit Checklist

# APPROVAL SIGNATURES

| Customer | |  | Customer | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Auditor Name/Title | Date |  | Auditor Name/Title | Date |
| Supplier 3s | |  |
|  |  |  |
| Supplier Representative/Title | Date |  |