

TRIMS	SRINIVASA ENTERPRISES		FormatNo. SRINIVASA/PRD/D01
			Issue Date:01.02.2019
	SUPPLIER CHECKLIST DETAILS		Rev.No.00
			Rev Date:
SL.No.	Activity	Checklist Name	Status
1	Audit the purchase orders issued to raw material suppliers and outsource suppliers	Do the purchase documents clearly describe the item ordered including the material specification, technical data, test certificates and delivery requirements?	A
2	Compare the raw material supplier with whom the order made and the approved outsource supplier list of the supplier.	Are the orders made only on listed suppliers?	I
3	Compare the approved suppliers list of raw material with approved list of SMPL, if applicable	Do the lists tally?	A
4	Check the 2nd tier supplier list	Are the 2nd tier suppliers approved by SMPL?	A
5	Compare the material specification given in purchase order with specification given in SMPL drawing	Do the specification tally?	A
6	Check the incoming inspection plan with respect to SMPL requirements	Do the incoming inspection plan contain all the SMPL's requirement, checking method and checking frequency?	A
7	Audit the records of incoming inspection for having carried out inspection. Audit few samples for conformance, if feasible.	Are the records, complete in all respects and products, when cross checked conforming to plan?	A
8	Check the equipments, instruments and gauges used for assessing the incoming quantity	Are they appropriate, accurate and calibrated?	A
9	Audit the 5 S of raw material storage area.	Are the 1S, 2S and 3S activities of raw material storage / handling of acceptable standard?	A
10	1.10 Check the action / countermeasure taken for lots rejected	Are the actions appropriate, timely and completed?	A
11	Audit the 5S status across the company	Is the 5S system practiced effectively?	A
12	Check the drawings for latest revision	Are the drawings are current as per latest revision?	A
13	Audit Operations Standard	Are the operation standards derived from control plan?	A
14	Audit Operations Standard	Do the operation standards complete, specifying what, when, where and how of controlling quality?	A
15	Audit Operations Standard	Do the operations standards correspond to the latest revision of the drawing?	A
16	Check procedure of adherence to First Off Inspection and Patrol Inspection	Do the supplier practice 1st off and patrol inspection and records maintained?	A
17	Audit the checking of components by operators	Do the operators check components periodically?	A
18	Audit the checking of components by operators	Have the operators been trained for the job?	A
19	Audit the instruments and gauges used for adequency and calibration	Are the gauges / instruments used adequate and appropriate?	A
20	Audit the instruments and gauges used for adequency and calibration	Are they being calibrated on-time?	A
21	Audit the tools and fixtures for capability and maintenance	Are the jigs & fixtures used are of acceptable standard and properly maintained?	A
22	Audit the tools and fixtures for capability and maintenance	Are there any calibration systems for checking jigs and fixture and records maintained?	A
23	Audit the material handling systems	Are the containers used to achieve zero counting, zero transfer and zero damage?	A
24	Check process capability status. (Note down the figures to process capability status)	Do the supplier have the data of critical major characteristics?	A
25	Check process capability status. (Note down the figures to process capability status)	Has the supplier assessed a Cpk value for critical and major characteristics and are greater than 1.67?	A
26	Check process capability status. (Note down the figures to process capability status)	Are the critical and major characteristics process monitored through control charts?	A
27	Check process capability status. (Note down the figures to process capability status)	Has the supplier got a plan for improving not capable processes?	A
28	Audit the control of non-conforming parts	Are all rejections identified, segregated reasons recorded and disposed appropriately?	A
29	Audit the control of non-conforming parts	Has the supplier implemented the prioritised reduction plan for the rejections?	A
30	Audit the control on special processes if applicable	Are the special processes done at SMPL approved sources?	A
31	Audit the control on special processes if applicable	Are the special process parameters are controlled?	A
32	Audit the control on special processes if applicable	Are the quality checks defined?	A