

Vendor Audit Checklist

Manufacturing Plants

Vendor Name:

Audit Date:

Location:

Auditor(s):

1. Quality Management System

Checklist Item	Yes	No	Remarks
Is there an established Quality Management System in place?			
Is the facility certified (ISO, etc.)?			
Are quality records maintained and available?			

2. Production Process Control

Checklist Item	Yes	No	Remarks
Are manufacturing procedures documented and followed?			
Is there process monitoring and control in place?			
Are in-process inspections and final inspections performed?			

3. Raw Material & Supplier Management

Checklist Item	Yes	No	Remarks
Are approved supplier lists maintained?			
Is there incoming material inspection?			
Are materials traceable to source?			

4. Equipment & Maintenance

Checklist Item	Yes	No	Remarks
Is production equipment maintained and calibrated?			
Are maintenance records available?			

5. Environmental, Health & Safety

Checklist Item	Yes	No	Remarks
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Are health & safety policies clearly documented and available?

Are safety measures implemented and monitored?

Are environmental regulations and waste disposal guidelines followed?

6. Other Observations & Comments

Auditor Signature:

Date:
