



Control # 1005565

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Policy X Procedure Work Instruction


Revision: 4

Title: **Supplier Quality Systems Audit**

Responsible Dept:
Global Procurement

REVISIONS

REV	DESCRIPTION OF CHANGE	BY	DATE	ECN NO
2	<p>On Audit-Operations Cover Page: Delete - signature line for Plant Manager. Add - (1) company logo, (2) signature lines for Director Operations & General Manager, (3) Procedure/System Audit Scoring Rule</p> <p>Summary Page: Re-number items</p> <p>Audit Findings Page: Add company logo</p> <p>1.0 - Management Page: Re-number items. Add: Items #1.4 & 1.5</p> <p>2.0 - Employee Orientation/Training Page: Delete: Items 1.2, 2.1, 2.2 & 2.6. Changed to page 12.0. Re-number items. Add: Item 3.3</p> <p>3.0 - Internal Auditing Page: Delete: Item 1.8. Re-number items</p> <p>4.0 - Corrective/Preventative Action Page: Delete: Item 1.4. Changed to page 5.0. Re-number items. Add: Item 2.1</p> <p>5.0 - Engineering/Testing Page: Changed to page 6.0. Re-number items. Add: 2.3 & 3.2</p> <p>6.0 - Program Management Page: Delete: Item 1.2. Changed to page 7.0. Re-number items. Add: 2.1 & 2.2</p> <p>7.0 - Procurement Page: Delete: Items 5.2, 5.3, 7.0, 9.0 & 11.2. Changed to page 9.0. Re-number items</p> <p>8.0 - Supplier Management - Plant Page: Delete: Items 3.1, 4.0 & 4.2. Re-number items. Add: 3.2</p> <p>9.0 - Receiving Inspection Page: Delete: Items 1.3, 1.6, 4.0 & 7.0. Changed to page 10.0. Re-number items</p> <p>10.0 - Customer PPAP Page: Delete: Items 4.0, 6.0 & 12.0. Changed to page 4.0. Re-number items</p> <p>11.0 - Process Control/Traceability Page: Delete: Items 1.0, 1.5, 5.0, 8.0, 10.0, 12.0, 13.0, 14.0, 15.0, 17.0, 18.0, 19.0, 19.1, 19.2, 20.0, 20.1, 20.2, 20.3, 20.4, 21.0 & 22.0. Re-number items. Add: 3.1, 3.2, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 7.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 9.3 & 9.4</p> <p>12.0 - Waste Reduction Page: Changed to page 2.0. Re-number items. Add: Item 1.7</p> <p>13.0 - Document Control/Records Management Page: Delete item 2.0. Re-number items. Add: Item 1.7</p>	Sally Smith	03/15/06	85962A
3	Updated section 3.0 with Re-evaluation Audit guidelines	Mike Rawson	05/08/06	26073
4	<p><u>Procedure Updates:</u></p> <p>Revise title to reflect Quality Systems audit.</p> <p>Update procedure to reflect Global Procurement/SDE responsibility</p> <p>Remove revalidation requirement</p> <p>Revise to reflect updated Audit Format and scoring</p>	Neil Crossett	03/26/09	35127

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1.0 PURPOSE

To establish the process to request and conduct a Supplier Quality Systems Audit.

2.0 SCOPE

The supplier process audit will be performed for new suppliers prior to sourcing, and current suppliers, as needed, in response to Quality and Delivery concerns.

3.0 RESPONSIBILITY/AUTHORITY

- The Supplier Development Engineering (SDE) Director has the responsibility and authority for implementing and enforcing the use of this procedure within the Global Procurement Group.
- The Supplier Development Engineer has the responsibility and authority for performing audits for the supply base.
- The manufacturing plant SQE has the authority to request a Supplier systems audit on a supplier due to poor performance.

4.0 PROCEDURE

4.1 Request for Audit

For New Supplier Audit Requests, It is the responsibility of the Commodity Manager / Buyer to complete and submit the Supplier Process Audit Request Form with a copy of the supplier’s ISO 9001 or TS 16949 Certification. Requests for Audit of suppliers without current ISO or TS certification will be rejected.

For Existing Supplier Audit Requests, the Request Form may be submitted by the Commodity Manager, or affected Plant SQA.


The Request Documentation is to be submitted to the SDE Director at least two weeks prior to requested audit completion date.

4.2 Supplier Notification

It is the responsibility of the SDE to contact the supplier to schedule the Audit. The SDE will, at this time, provide the supplier with a copy of the audit form such that the supplier can complete a self-assessment and compile evidence prior to the on-site audit.

4.3 Performing Audit

Once printed this copy is uncontrolled. The controlled version resides on the company intranet. To insure latest revision, discard copy after use and print new copy from intranet.

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- The SDE will begin the audit with a start-up meeting at which time He/She will describe the process to be followed. All supplier management must be present for this meeting.
- The SDE will complete all 14 sections of the audit with the designated personnel from the supplier. All questions must be answered.
- Upon completion of the audit it is to be reviewed with the supplier and signed by their management team. A copy of the audit is to be left with the supplier before leaving their facility.
- For all findings with actions required it is the responsibility of the supplier Quality Manager to forward an Action Item Register within seven business days of the audit.
- The audit will then be forwarded to the Procurement department for their review and put on file in Sterling Heights.

4.4 Audit Scoring

- **Deployment / Execution** – The score of 1 will be assigned if the evidence audited demonstrates 100% compliance to each audit item. If the entire item is not in place, or inconsistently implemented, a score of 0 will be assigned.
- The weighted Result for each audit item will be calculated by multiplying the assigned score by the weight assigned to each audit item.
- Total score then will be calculated as a percentage of the total weighted result.
- The Supplier Approval Status will be determined based on the chart below

Score	New Supplier	Currently Approved Supplier
80 % to 100 %	Approve Supplier. SDE to Request and Follow up on Action Plan.	No Change in status. SDE to Request and follow up on Action Plan
<80%	Supplier Not Approved. Supplier may chose to Implement corrective actions and request Re-Audit – No KSS development to take place unless specified by Procurement Director.	Supplier placed on New Business hold. Action plan required. Supplier may be Re-Audited by SDE (Determine upon sourcing strategy and supplier progress)

5.0 RECORD RETENTION

A copy of the audit results and all corrective actions are to be kept on file at the Sterling Heights facility.

6.0 ATTACHMENTS

- Supplier Quality Systems Audit
- Supplier Audit Request Form