

Approved by _____

SUMMARY

A. Supplier details

Co. name	:			
Address	:			
Contact name	:			
Phone	:			
Fax	:			
E-mail	:			
Parent Co	:			
Production site (if different from above)				
Name	:			
Address	:			
Phone	:			
Fax	:			
E-mail	:			
Present for supplier / production site				
Name	:		Function	:
Name	:		Function	:
Name	:		Function	:
Auditors				
Name	:		Function	:
Name	:		Function	:
Date of the audit:				

How many shifts are worked?
 Are weekends worked?
 Number of employees at facility?

Management staff and contact details?

1. Plant Director / Manager:
2. QA/QC Director / Manager:
3. Production / Operations / Director / Manager:

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Site:

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Author:

Status:

Level:

File:

Supplier Audit

B. Organisation chart – to be inserted

C. Production site audit

1	Factory premises and location assessment	Max. points	Score
1.1	General conditions of buildings	5	
1.2	Conditions of surroundings and site	5	
1.3	Separation between production and other areas	5	
	Maximum points / score	15	

2	Production area	Max. points	Score
2.1	Floors	5	
2.2	Walls	5	
2.3	Ceilings	5	
2.4	Doors	5	
2.5	Windows	5	
2.6	Separation between production rooms/ areas	10	
2.7	Drains	5	
2.8	Light fittings	5	
2.9	Ventilation / air-conditioning	5	
	Maximum points / score	50	

3	Pest control	Max. points	Score
3.1	Traces of insects, vermin or birds	10	
3.2	Pest control - suitable pesticides present at critical points?	5	
3.3	Presence of insect control?	10	
	Maximum points / score	25	
4	Hygiene	Max. points	Score
4.1	Hand washing facilities / location and condition of toilets	10	
4.2	Wearing of overalls and hats / protective clothing	5	

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4.3	Cloakrooms	5	
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