



PROCESS AUDIT REPORT

Report No.:

General Information:

Supplier Name:			
Audited Facility Address:			
Telephone		Audited Date:	
Fax		Product(s) audited	
		Workshop / Line audited	

Score and Comments

Audit Areas		Audit Score	Weight	Score points (%)
1	Quality Management		15%	
2	Layout / Capacity		10%	
3	Material Control		15%	
4	Process/Production Control		20%	
5	Out-going Inspection		10%	
6	Packaging/Delivery		10%	
7	Equipment Control		10%	
8	Training		10%	
Total Score				0.0

Rating

<input type="checkbox"/> Excellent Score > 90 points	<input type="checkbox"/> Good Score 80-90 points	<input type="checkbox"/> Average Score 60-79 points	<input type="checkbox"/> Not Satisfactory Score <60 points
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Auditors

Name			
Title			
Subcontractor Representative			
Name			
Title			