

IV-08 SUPPLIER QUALITY SYSTEMS AUDIT / PROCESS AUDIT**Purpose**

To outline the process for Quality Systems Audits and Process Audits.

Supplier Responsibility**Quality Systems Audit**

1. ADVICS Quality Engineering or Purchasing Department will notify the Supplier of upcoming audits and provide a copy of the checklist which will be used during that audit.
2. ADVICS will work with the Supplier to schedule the audit to ensure adequate time to plan and conduct the audit.
3. Upon completion of the audit a closing meeting will be held by the ADVICS team member to discuss any findings, concerns and clarification of any issues in debate. A report will be issued including all items audited and any findings found therein.
4. The Supplier will respond to the findings as called out in their internal ISO\TS procedure(s) for Corrective or Preventive actions. Suppliers who are not ISO or TS certified should discuss corrective & preventive actions with their ADVICS quality representative.
5. ADVICS has the authority to waive said audit if the Supplier has a valid registration certificate on file with them. However, if evident systemic issues are causing flow out to ADVICS the waiver will not be granted and the audit shall be conducted in the manner noted above.

Process Audit

1. The Process Audits differs from the Quality System audit in the following manner:
 - a. Concentrates only on manufacturing processes.
 - b. Will be based on the Process flow and/ or Process control Plan.
 - c. May take more time to complete.
2. ADVICS personnel may use the Process Control Plan as their questionnaire and also follow the appropriate or evident audit trails. Alternative methods used could include:
 - a. Diagnostic Tool
 - b. Special Process Audit
 - c. Bi-Annual Audit
 - d. Yokoten Confirmation Audit
3. ADVICS may perform a process audit for any reason. Arrangements made by the supplier to accommodate this activity are required within a reasonable time based on the nature or urgency of the request.
4. Upon completion of the audit a closing meeting will be held by the ADVICS member to discuss any findings, concerns and clarification of any issues in debate. A report will be issued including all items audited and any findings found thereof.

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5. The Supplier will respond to the findings as called out in their internal ISO\TS procedure(s) for Corrective or Preventive actions. Suppliers who are not ISO or TS certified should discuss corrective & preventive actions with their ADVICS quality representative.

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