

## supplier audit

## audit plan

Audit number:	LA_XXXX_MMYX_XX	Auditing company:	BigRep GmbH (BR)
Audited company:		business areas:	
Location:			
Lead-Auditor:		Co-auditor:	
Specialist:		Date:	

## occasion

This supplier audit has been scheduled to check the status of the supplier and to conclude actions of the previous audits. In addition, company changes and changes in the quality management system are to be audited.

## audit goal

To improve the cooperation between BigRep and the suppliers and to improve the product quality, BigRep regularly audits the suppliers. The aim of the supplier audit is to record the current process difficulties and to identify possible improvement actions. Secondary objectives of the supplier audit are to discuss updates of the mutual company statuses and changes to the quality management system and, if necessary, to review them. In addition, actions from previous audits are to be reviewed and completed. Through supplier audits, BigRep strives for a positive continuous supplier development (continuous improvement process) to supplement quality and efficiency with consistently good supplier performance.

## Last audit

audit number	audit type	date	Lead-Auditor	co-auditor

## audit issues

01	General topics		
02	communication		
02.01	request handling		
02.02	change management		
02.03	complaint handling		
03	purchasing		
03.03	supplier selection		
04	production scheduling		
04.04	Implementation of changes		
04.05	information escalation		
04.06	production materials		
05	production		
06	quality assurance		
06.04	testing equipment		
06.05	quality control		
07	documentation		
08	transport		
09	overall impression		
10	improvement suggestions		

## audit process

TOP	time	location	subject	Persons involved
1		meeting room	welcoming address	all
2		meeting room	Topics 1. - 4. and 7.	Project manager. Purchasing Manager, Production Manager
-		-	rest	-
3		production	Topics 5 - 6	Production Manager, QA Representative
4		storage	Theme 8.	Project Manager, Logistics Manager
5		meeting room	final discussion	Project Manager, Production Manager

## Acknowledgment of the audit plan

Comment / Remarks			
Name:		Lead-Auditor:	
Date, Place	Signature	Date, Place	Signature