



QUALITY MANAGEMENT INTERNATIONAL, INC.

OVER 30 YEARS OF CLIENT SUCCESS

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PROCESS AUDITING CHECKLIST AND RECORD

Auditor Name:

Audit #:

Process Audited: PR-PU-01(03) Purchasing

Audit Date:

Auditee Rep(s):

Step / Control sampled	Look at / Examine	Look for / Evidence	Notes from the Investigation
Purchase only from vendors meeting criteria	Requisitioners/receiving inspection records & RMA/RGA records (see 8.4.2d)	Actions to improve suppliers of nonconforming products (per 10.2.1)	
Complete and clear descriptions	Sample from Requisitions (and Purchase Orders) in process	Reference to the issue status of drawings & specifications (per 8.4.3)	
Criteria for supplier selection/reselection	Approved Supplier List (ASL)	Application of criteria for selection and reselection (per 8.4.1)	
Required supplier not on ASL	Action by Manager and pertinent Purchase Orders (per 8.4.1/8.4.3)	Additional controls in PO if no time to apply selection criteria	
Verification of incoming goods	Use of acceptance criteria by Receiving	Competence of Receiving to verify conformity (per 7.2)	
Review and analyze supplier performance	Records of supplier performance data analysis (per 8.4.2)	Actions required of supplier and follow-up by TR	

Auditor prepares every other row of columns 1, 2 and 3 before the audit and completes column 4 and intervening rows (as reqd) during audit