

I. Audit Scoring Criteria 評分說明:



When evaluating the organization's level of compliance for a requirement, use the follow 4-point scale to evaluate performance:

採用如下4分制評分方法,對組織的相關條款進行評估.

Score 評分	Criteria 要 求 說 明
0	Not documented and not implemented 沒有文件說明及沒有實施 .
1	Documented but not implemented 有文件說明但沒有實施其動作.
2	Not documented but implemented 沒有文件說明但有實施 其動作
3	Documented and not completely implemented 有文件說明但相對於其行動不能完全實施 .
4	System sound and implemented effectively and verified 體系 標準完善並有效地實施及確認.
NA	Not applicable 不適用

II QC Audit Checklist -For new supplier

QC評價要素

1) Quality System 質量體系		Possible Points 滿分	Record / reference 查証記錄/依據	SO Score 客戶 評分
1.1	<i>Does it establish the perfect quality management system such as quality manual , relevant procedure?</i> 有無完善的質量管理體系,如質量手冊、程序文件等?	4	QM/QSP	4
1.2	<i>Is the responsibility for policy defined specifically throughout the organization, does it establish the quality functional department ?</i> 有無明確的組織架構及其相關職責,有無專職的品質部門?	4	No quality department shown in O-chart but with quality function 品質部門在组织架构上没有显示,但实际有运行	3
Section Total Points		8	7	

2) Document & record control 文件記錄控制		Possible Points 滿分	Record / reference 查証記錄/依據	SO Score 客戶 評分
2.1	Does it establish a document control system to ensure the document compliation,d istribution, use, update and scrap are controlled effectively? 有無完善的文件控制體系來確保文件的建立、分發、使用、修改、作廢均得以有效控制?	4	Documents	4
2.2	Does it establish the working instruction to instruct the worker's operation? 有無制作作業指導書來指導員工作業?	4	WI	4
2.3	Does it establish a procedure to control the external document such as drawings or standard effectively? 有無對外來文件(圖紙、標準等)進行控制?	4	Customer files	4
Section Total Points		12	12	
3) Control of Materials 物料控制		Possible Points 滿分	Record / reference 查証記錄/依據	SO Score 客戶 評分
3.1	Does it establish a system to ensure the materials are all supplied by the acceptable suppliers? 有無系統監控確保物料來自合格供應商?	4	Store record / AVL	4
3.2	Are the materials identified correctly in different process steps? 各階段物料有無正確、唯一的標識?	4	Most finished leaf spring e without identification 大部分板簧成品无标识	2
3.3	Does it establish a system to monitor the material storage conditions? and does it establish a "first in , first out " system for the materials management? 物料倉存條件有無監控?有無"先入先出"原則管理?	4	No document specific but with actual FIFO controlled on site 无文字说明, 但有 '先入先出'的观 念	3
3.4	Does it perform the quality audit for the materials in the stock periodically? 倉存物料有無進行品質監查?	4	No inspection ID 无检验状态标识	2
Section Total Points		16	11	
4) Production Process Control 生產過程控制		Possible Points 滿分	Record / reference 查証記錄/依據	SO Score 客戶 評分
4.1	Does it establish a system to control and maintain the production equipments periodically? 過程中使用的儀器、設備有無定期保養、維護?	4	PM record	4
4.2	Are nonconforming equipment identified and segregated and disposed? 過程中不良有無進行標識、隔離並及進跟進處理?	4	No ID to NG parts, but being quarantined 无不良的标识, 但 是有隔离和处理	3

4.3	Does the SPC management performed for the key process in the production? 過程中有無對關鍵工序實施 SPC 管理?	4	P-chart	4
Section Total Points		12	11	
5) Quality Control 品質控制		Possible Points 滿分	Record / reference 查証記錄/依據	SO Score 客戶 評分
5.1	Does it establish a training plan on personnel in the organization and ensure all the inspectors received the appropriate training before operation? 有無對檢驗員進行相應的培訓,確保培訓合格方上崗?	4	Training record	4
5.2	Does it establish a sampling plan to instruct the sampling inspection? 有無合理的抽樣計劃來指導抽樣?	4	With sampling but no sampling table 有抽樣,但是沒有抽樣計劃表	2
5.3	Does it has a incoming material inspection procedure established? Does it implement effectively? 有無來料檢驗控制流程?有無有效實施?	4	IQC II and records	4
5.4	Does it establish a procedure for the quality monitor? Does it implement effectively? 有無制程品質監控流程?有無有效實施?	4	IPQC II and records	4
5.5	Does it establish a procedure for finished goods inspection and implement effectively? 有無最終成品檢驗?有無有效實施?	4	FQC record no management 終檢報告上沒品質管理者簽名審核	3
5.6	Does it establish a procedure for nonconformance control? does the corrective and preventive actions taken timely? 有無不合格品控制流程?有無及時糾正並採取相應預防措施?	4	With doc, but no record 有流程,但是沒有提供預防措施報告	2
Section Total Points		24	19	
6) Continuous improvement 持續改進		Possible Points 滿分	Record / reference 查証記錄/依據	SO Score 客戶 評分
6.1	Does the organization have the periodic quality review improvement meetings? 有無定期品質檢討、改進會議?	4	Quality meeting minutes	4
6.2	Are the remedial actions taken timely once receiving the customer's complaint and keep the quality record for traceability? 有無及時處理客戶投訴,並進行追蹤記錄?	4	With procedure, but no any record provide 有流程,但是沒有提供預防措施報告	2
Section Total Points		8	6	