

Internal Audit Check List



Material Procurement Process

IATF 16949:2016 Clause	Reference	Check Points
6.1	QM/SNL/6.1	Understanding of risk & opportunities, action and effectiveness of action ?
7.5.3	QP/SNL/7.5.3	Control of documents? <i>must be stamp by QM</i>
	QP/SNL/7.5.3.2.1	Control of records? Records as per Record Retention period? <i>diadisp</i>
5.3	QM/SNL/5.3	Responsibilities and Authorities of the people? <i>plucker work process</i>
	QM/SNL/7.4	Internal communication process? <i>Board Meeting</i>
7.1.4	QM/SNL/7.1.4	Work environment sufficient for maintaining product quality and process needs?
8.4	QP/SNL/8.4.2	Control over supplier? Control adequate to the effect of purchase product on subsequent product realization process or final product? <i>Sup</i>
		Any new supplier added in 'Approved Supplier List'? Conforms criteria for selection? <i>no add</i>
	WI 4105 51	Evaluation and re-evaluation of suppliers done? Effective? <i>Audit</i>
		Supplier quality management system development plan? Effective? <i>Supplier quality management system</i>
	WI 4105 53	Suppliers are audited to assess their quality management systems? <i>13 suppliers</i>
	WI 4105 54	Supplier performances are monitored regularly? Check records <i>Sup</i>
	QP/SNL/8.4.2.2	Purchased products used in product conforms applicable regulatory requirements? <i>already check</i>
	QM/SNL/8.4.3	Purchase orders contain adequate information?
	QMSNL/8.4.2.4	Rejected materials returned to suppliers on time (within 15 days for outstation and 7 days for local suppliers)? Check actions on at least 5 rejections?
	WI 4105 52	Inspection and Test reports for outsourced processes are received from suppliers as per work instruction? Effective?
8.5	WI 4105 Q1	Material identification tags available with stored items? Materials are preserved from getting rusty or deterioration?
		Raw Materials identification proper? Traceable with MRC No. and /or test certificates?
		Assessment of shelf life items done? Take at least 5 samples of shelf life items and check expiry date on identification tag/mark lying with the material. <i>defined in spec</i>
	WI 4105 02	Tool materials are identified as per work instruction? Take samples of each type of material and check the colour codes. <i>colour coding</i>
	QM/SNL/8.5.2	Accepted, Rejected and accepted under concession items stored separately with proper identification mark? <i>defined in spec</i>
8.4.2	QMSNL/8.4.2.4	Data Analysis for 'On-time delivery of purchased products' and 'Percentage of accepted supplies'? <i>8 suppliers rating</i>

Purchase internal audit

1. Understanding of risk and opportunity action and effectiveness of action ?

Ans: format no. SNL/AR/02 dated 01/04/2017



SNL BEARINGS LTD.
Ratu, Ranchi – 835 222

ASSESSMENT RISK AND MITIGATION PLAN(SCM)

Format No:-
Date:-
Rev. No.
Rev. Date:-

SNL/AR/02
1-4-2017
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SL.NO.	PROCESS	RISK	MITIGATION PLAN	EFFECTIVENESS
01	Deciding External provider	May have late delivery, poor quality, capacity	Audit before deciding External provider	External provider rating
02	Purchase	High rate, late delivery,	market survey, Buffer stock	Monthly purchase & Purchase as per lead time & bussiness plan
03	Receiving inspection	Poor quality accepted	Quality parameter defined. Inspection as per Quality Plan	Reject material return to supplier
04	storage	a) mixing of material, b) Expiry of material c) shortage of material	strogae at identified location, assessment of shelf item, proper identification, proper raw material planning	Location identified, shelf life maintained.

Prepared By: *Kamlesh*

Reviewed by

[Signature]

Approved by

[Signature]

CONTROLLED COPY
(IN RED INK)



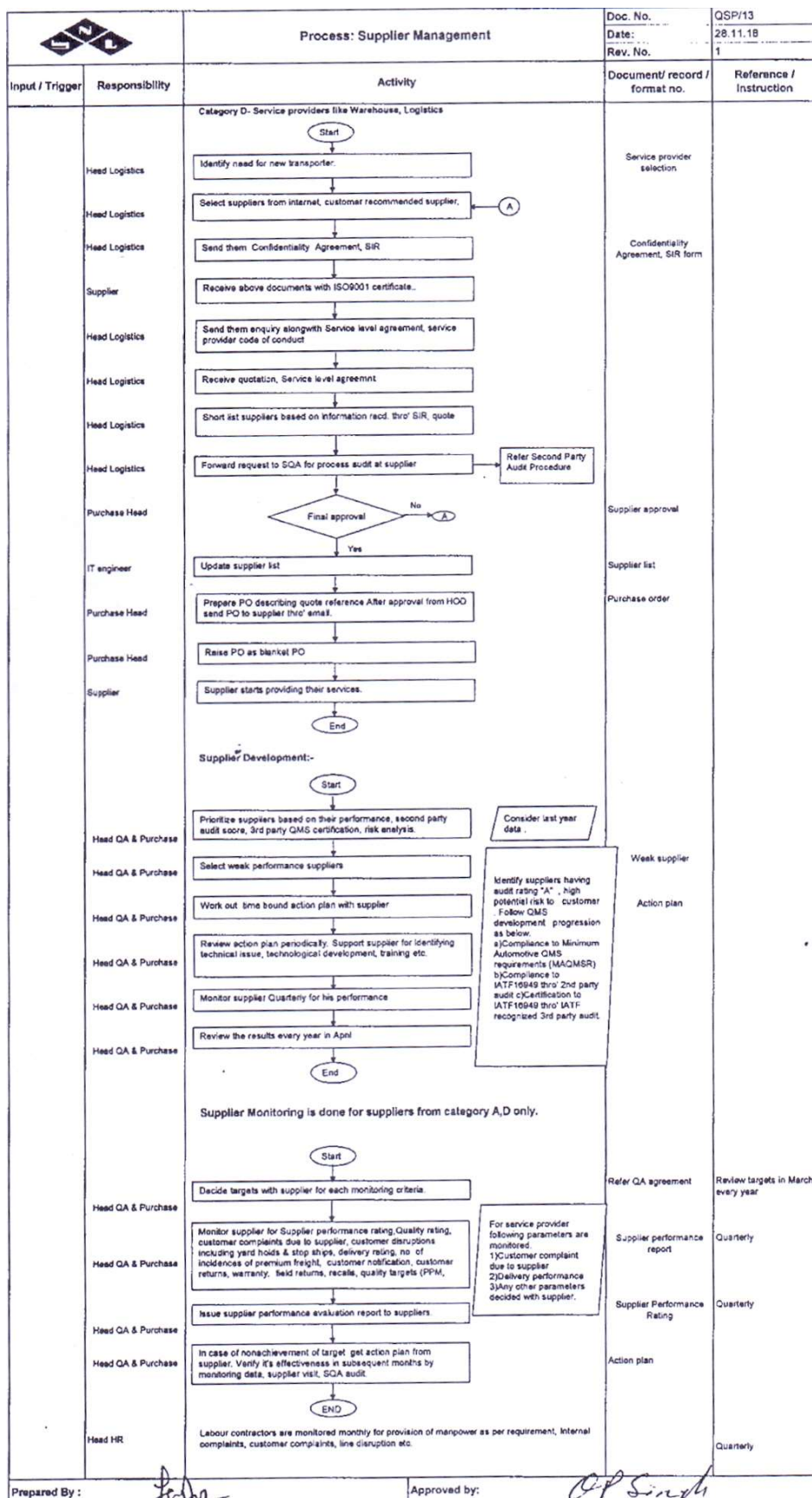
2.control documents.?

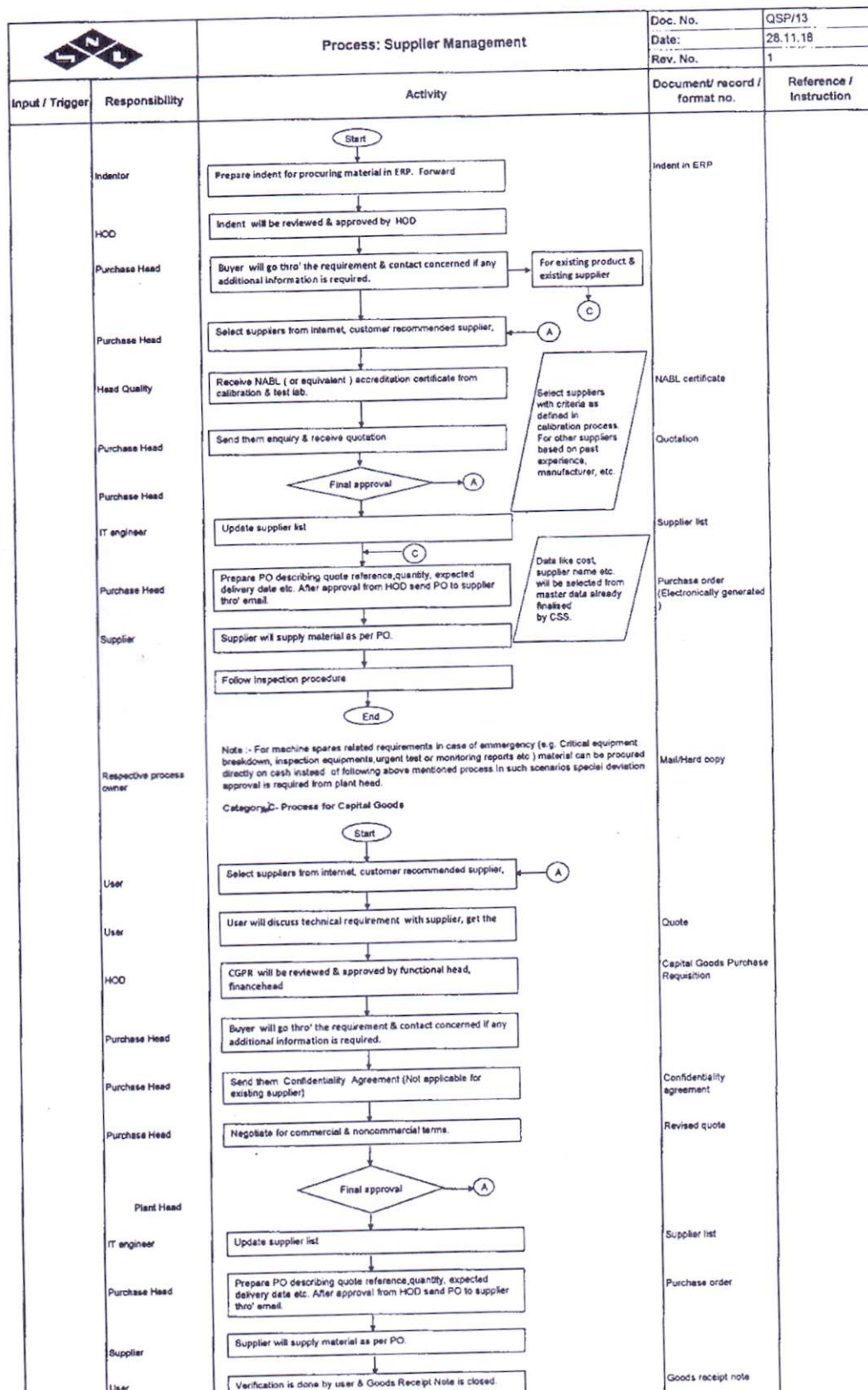
Ans: Must be control copy form qc.

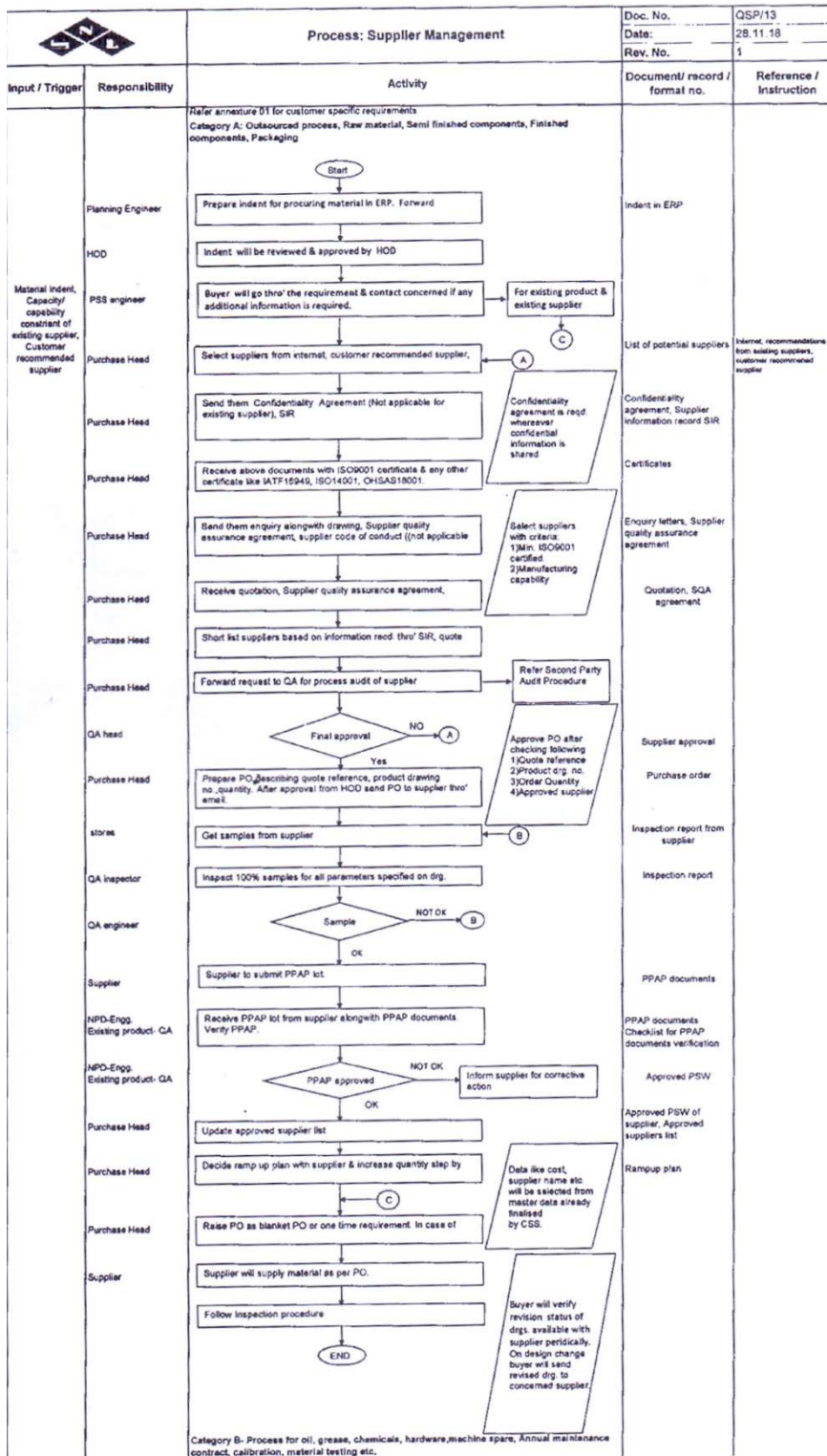
Control of records ? records as per retention period

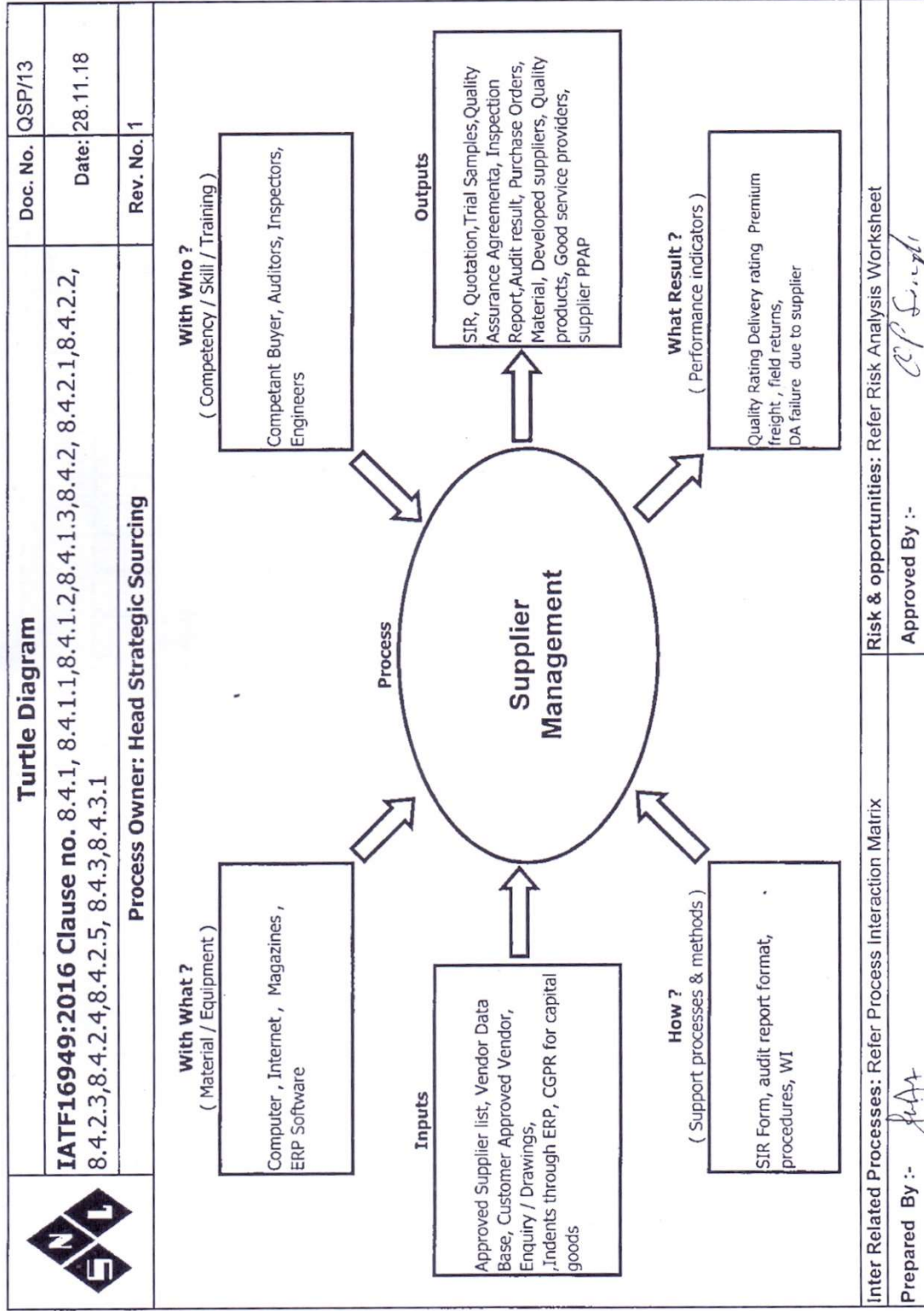
2. Responsibility and authorities of people.

Ans: purchase work process











Process: Supplier Management

Doc. No. QSP /13

Date: 28.11.18

Rev. No. 1

1 Purpose

To establish a procedure for evaluation, selection, ordering, reevaluation, monitoring, development of supplier to ensure consistent supply of quality products

2 Scope

This procedure is applicable to all suppliers.

3 Documented Information

Record Name	Format No.	Indexing Method	Storage Location	Maintained by	Retention Period	Disposition Method
Approved suppliers list	ASL 4105 56	Supplier wise	Purchase	Head Purchase	--	--
Supplier performance report	FO 4105 68	Supplier wise	Purchase	Head SQA	3 years	Destroy
Purchase Order	FO 4105 53	Date wise	Soft copy	Head IT	Active + One Year	Destroy
Confidentiality agreement		Supplier wise	Purchase	Head Purchase	--	--
Supplier information record	FO 4105 61	Supplier wise	Purchase	Head Purchase	--	--
Supplier quality assurance agreement		Supplier wise	Purchase	Head Purchase	--	--
Supplier code of conduct		Supplier wise	Purchase	Head Purchase	--	--
Supplier approval	FO 4105 64	Supplier wise	Purchase	Head Purchase	--	--
Service provider selection	FO 4105 64	Supplier wise	Purchase	Head Purchase	--	--
Checklist for PPAP documents verification		Supplier wise	QA / Purchase	Head QA	Active + 1 year	Destroy

Refer annexure 01 for CSR

4 KPI

Measurable	Source of Data Collection	Compilation Frequency	Responsibility	Control Method
Quality Rating	Goods receipt note	Monthly	Head Purchase	Trend Chart
Delivery rating	Goods receipt note	Monthly	Head Purchase	Trend Chart
Premium freight	Purchase order	Monthly	Head Purchase	Trend Chart
Field returns	Customer complaints	Monthly	Head Purchase	Trend Chart
DA failure due to supplier	Plant performance report	Monthly	Head Purchase	Trend Chart

Amendment Record:

Rev. no.	Rev. dt.	Details of change	App. By
1	28.11.2018	Risk & opportunities added in turtle diagramme, Category E & labour contractor monitoring added in flow	KA
2			
3			

Prepared By:

Approved By:

Annexture no. 09 (customer specific requirements)		
Sr.no.	Customer	Requirements
1	All	Supplier selection as per IATF 16949 : 2016
2		
3		

4.internal communication process.

Ans: Couier ,mail

5. control over supplier ? control adequate to the effect of purchase products on subsequent product realization process or final product?

Ans:

6 .Any new supplier added

Ans no after dalal plastics

7. evaluation and reevaluation of supplier done

Ans: Supplier Audit

8. Supplier quality management system development plan:
ans supplier quality agreement

9. supplier are audited to assess their quality management systems :

Ans : updated iso certificate

10. supplier performance are monitored by regularly : checks records:

Ans supplier rating

11. purchase products used in products conforms applicable regulatory requirements

Ans : checked by incoming quality eg drawing . std. etc.

12 purchase order contains adequate information: Ans yes

13. rejected material sent back within 15 days and 7 days local maintained by store

14. inspection and test report : checked by quality.

15 raw material identification proper . Tracable with Mrc No. and test certificates

16. Assessment of shelf life : done by store 05 sample required

17. tool material identification : color code done by store

18. accepted rejected accepted under deviation stored separately

19. data analysis on time delivery products and percentage of accepted supplies
Supplier rating .