

# Supplier Quality Audit

Use this template to audit aerospace supplier controls for [commodity/process/site].

## Template Metadata

| Field          | Details                                      |
|----------------|--|
| Category       | Aerospace & Defense                          |
| Owner          | [Team or owner]                              |
| Version        | [Version number]                             |
| Effective Date | [Date]                                       |
| Review Cycle   | [Monthly / Quarterly / Annual / Event-based] |
| Status         | [Draft / In Review / Approved]               |

## Audit Scope

Define supplier site, commodity, process, standards, contract clauses, and audit dates.

| Item                  | Details   | Owner   | Status            |
|-----------------------|---|---------|-------------------|
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Supplier Profile

Summarize certifications, key processes, special process approvals, and customer approvals.

| Item                  | Details   | Owner   | Status            |
|-----------------------|---|---------|-------------------|
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |

### Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Audit Criteria

List AS9100 clauses, drawing requirements, flow-downs, and process specifications.

| Item                  | Details   | Owner   | Status            |
|-----------------------|---|---------|-------------------|
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |

### Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Process Review

Assess contract review, purchasing, production, inspection, calibration, nonconformance, and traceability.

| Item                  | Details   | Owner   | Status            |
|-----------------------|---|---------|-------------------|
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Findings

Table major findings, minor findings, observations, evidence, and requirement references.

| Item                  | Details   | Owner   | Status            |
|-----------------------|---|---------|-------------------|
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Corrective Actions

Assign root cause, containment, corrective action, owner, due date, and verification method.

| Item                  | Details   | Owner   | Status            |
|-----------------------|---|---------|-------------------|
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Follow-Up

Define response timing, re-audit need, and supplier status recommendation. Use evidence-based language and distinguish findings from observations.

| Item                  | Details   | Owner   | Status            |
|-----------------------|---|---------|-------------------|
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |
| [Item or requirement] | [Describe the relevant detail, evidence, or decision] | [Owner] | [Open / Complete] |

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]