

**II-07 SUPPLIER AUDIT**

**Purpose**

To audit a supplier or potential supplier’s structure, organization, and processes, and capacity for the purpose of assessing supplier’s abilities to meet ADVICS’s expectations and requirements.

**Supplier Responsibilities**

**Audit Scorecard**

- Review the audit materials sent by the ADVICS Purchasing Department, and be prepared to provide evidence to support the supplier has acceptable practices for all areas related to the audit.
- The audit may require on-site verification. The supplier and ADVICS Purchasing will coordinate the audit of the supplier’s facilities in this instance.

**Supplier Capacity & Run-At-Rate**

- ADVICS may require an on-site Run-At-Rate and/or Supplier Capacity verification in the following situations:
  - Introduction of a new supplier
  - ADVICS’s customer requires on-site verification
  - Supplied product is considered high-risk for mass production launch.

In the event that on-site verification is required, facilitate the assessment with your ADVICS Buyer.

- ADVICS Purchasing will send the Run-At-Rate requirements and/or Supplier Capacity worksheet form(s) to the supplier as needed. Return the completed worksheet within the specified timeframe to your ADVICS Buyer.

**ADVICS Responsibilities**

ADVICS will provide part number, annual volume requirement, program information, and due date for required assessments.

REVISION: Original	<b>SUPPLIER REQUIREMENTS MANUAL</b> Uncontrolled if Printed	II-07
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