

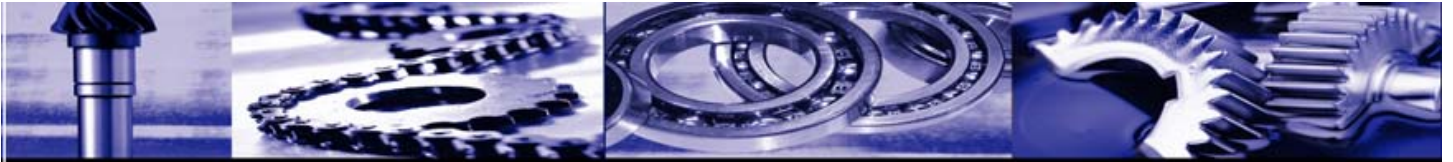


Appendix 3 Audit questionnaire (example)

Deep groove ball bearing

No	Process Name	Item	1	2	3	4	5	Comment/Action Required	Person Responsible	Due Date
1	Quality system	What kind of quality accreditation does supplier hold?(ISO9001, QS9000.....)								
2	Process control plan	Does supplier has main processes control plan?								
3	Operation instruction	3.1 Is operation instruction (or process documents) available for each process?								
		3.2 Are operation instructions effective?								
		3.3 Implementation								
4	Facility	4.1 Is facility enough for production and inspection requirements?								
		4.2 Are capability analysis of key processes done?								
5	Inspection program	5.1 Is there inspection program corresponding to control plan for each inspection point? (including inspection items, tolerance, gauge, sample size and frequency etc.)								
		5.2 Is the edition valid and easy to get?								
		5.3 Are inspection records available?								
		5.4 If well implemented?								
6	Inspection instrument	6.1 Are instruments and gauges enough for inspection requirements?								
		6.2 Are all instruments and gauges measurement traceable?								
		6.3 Are Instruments and gauges in use in valid period?								
7	Outsourcing control	7.1 Is management program of outsourced parts available and effective?								
		7.2 Are there acceptance criteria and corresponding records of outsourced parts?								
		7.3 Are there disposal rules, obvious storage marks and disposal records for non conforming product?								
		7.4 Are outsourced parts with certificates periodically checked or checked by third party?								





Deep groove ball bearing

No	Process Name	Item	1	2	3	4	5	Comment/Action Required	Person Responsible	Due Date
8	Key and special process control	8.1 Are key and special process clearly defined?								
		8.2 Are there control points and effective control methods in key and special processes?								
		8.3 Key and special processes and quality control parameters of deep groove ball bearing:								
		a. Inner diameter, outer diameter and raceway grinding process: dimension, form and position tolerance, burn, roundness and roughness.								
		b. Inner and outer raceway superfinishing process: roughness and appearance.								
		c. Heat treatment process: microstructure and hardness.								
		d. Assembly process: assembly radial clearance, cleanliness and anti-rust packing.								
		Vibration velocity and acceleration Shield(seal) pressing quality								
9	Non conforming product disposal	Are there feedback and disposal program for non conforming parts and working procedures. Does relative records exist?								
10	Prototype testing	Are prototype testings periodically carried out?								
11*	Product quality statistic	Ask supplier for: First-pass rate, customer reject rate, internal scrap rate and cost of poor quality.								

