

**SUPPLIER DELEGATED INSPECTION PROGRAM (SDIP)  
COMPLIANCE AUDIT CHECKLIST COVERSHEET**

Supplier: \_\_\_\_\_ Supplier No: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**PURCHASE ORDER REVIEWED** (when applicable) **\*Sample Size Contingent upon Volume of Work**

<u>Purchase Order</u>	<u>Line Items</u>	<u>Audit SIR Number</u>	<u>Sat / Unsat</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Supplier Quality Auditor Signature Date

\_\_\_\_\_  
Supplier SDI Program Representative Signature Date

\_\_\_\_\_  
Cognizant SQ Engineer Signature Date

\_\_\_\_\_  
Supplier Quality Management Signature Date

Active Supplier & Procurement/D Database Update \_\_\_\_\_  
SQ Initials/Date

<b>Note: I/A = Inadequate; N/A = Not Applicable</b>	<b>Yes</b>	<b>No</b>	<b>I/A</b>	<b>N/A</b>
1) Does the supplier have a written procedure describing the implementation and operation of the SDIP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
2) Was material receipt inspected by the Supplier?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
3) Are records of Receiving Inspection activities available which indicate the nature and number of observations made, acceptance and/or rejection status, number and types of deficiencies found, and corrective action taken (when applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
4) Are certifications of material received available to provide objective evidence that raw materials conform to applicable chemical and physical requirements, and is laboratory testing performed (when necessary) to validate compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
5) Are physical inspections and tests performed on the product during in-process operations (as appropriate) to ensure conformance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
6) Are records of in-process inspections and/or tests (as applicable) maintained and available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
7) For material supplied by EB or subtier suppliers, have all applicable markings been correctly transferred to the final product?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A

<b>Note: I/A = Inadequate; N/A = Not Applicable</b>	<b>Yes</b>	<b>No</b>	<b>I/A</b>	<b>N/A</b>
<p>8) Does the Supplier's system ensure that all purchase orders to sub-tier suppliers include:</p> <p>a) Complete description of parts and materials ordered?</p> <p>b) All requirements for manufacturing inspection, test reports, qualifications, approvals, identification, etc.?</p> <p>c) Unique customer requirements?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
<p>9) Does the delegated inspector or analyst have copies available of, or access to, required quality documents for reference, e.g., EB2678, EB Specifications, Drawings, Material Specifications, etc.?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
<p>10) Verify that all test reports, certifications and other applicable objective quality evidence documentation, per the purchase order:</p> <p>a) Have been obtained.</p> <p>b) Do not contain erasures or obliterations, and any errors are corrected per EB2678.</p> <p>c) Show evidence of supplier SDA review.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
<p>11) Verify that the SDIR:</p> <p>a) Is completely filled out.</p> <p>b) Contains correct data, per PO requirements, i.e.: identification, specifications, drawings, revisions, approvals etc.</p> <p>c) Contains the correct Receiving (Inspection) Instruction (RI).</p> <p>d) Has been signed and dated by the authorized delegated Inspector or analyst.</p> <p>e) The correct inspection instruction (MII) has been used for inspection and is filled out correctly and attached to the SDIR.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A

<b>Note: I/A = Inadequate; N/A = Not Applicable</b>	<b>Yes</b>	<b>No</b>	<b>I/A</b>	<b>N/A</b>
12) Witness the SDA demonstrate the software review process or the SQ Auditor must perform a review of completed data packages to verify: a) Data in test reports comply with specification. b) That the SDA performance is adequate and ensures all attributes have been reviewed per the PO, Specification, Drawings, etc. c) That the SDA is competent in the review techniques.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
13) Witness the SDI demonstrate the inspection process/procedure and perform an inspection. Verify: a) The inspection instruments used are correct for the measurements taken and are within the calibration period. b) The SDI is competent for the inspection(s) performed. c) The type and extent of inspection is sufficiently adequate to assess material / product conformance. d) Inspection results are correct. e) The workmanship is satisfactory. f) Material is marked per PO and /or specification requirements. g) Sampling, if used, is in accordance with the applicable sampling plan.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
14) Verify shop travelers and inspection reports for purchase order line items (POLI) contain: a) Identification and traceability of starting material. b) Inspections and tests to indicate acceptance to drawing and specification requirements. c) Maintenance of identification throughout the process. d) A final inspection to ensure invoked RI and standard clause instructions are met.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A
15) Verify Material audited is authorized in the Supplier Program Summary to be included in the SDI Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I/A	<input type="checkbox"/> N/A

**SUMMARIZE SUPPLIERS CERTIFICATION / PROGRAM:**

**REMARKS and DISPOSITION:**