

XX CUSTOMER CONTRACT/PURCHASE ORDER REVIEW (ISO 4.3)

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| A 1a. Is there a procedure for the review of all contracts or orders and does it provide for coordination of these activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 1b. Are contract requirements flowed down to the applicable departments for inclusion into work instructions, procedures, etc.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 1c. Does the procedure require documentation and retention of contract review records? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 1d. Does contract review includes specification/drawing revisions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 1e. Verify via sampling of available documentation.
Record sample size | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Sat | Unsat |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| A 2. Has each contract or accepted order been reviewed to ensure that the requirements are adequately defined and documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 3. Has each contract been reviewed to insure that the supplier has the capability to meet contractual requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 4. Has each contract been reviewed to ensure that any requirements differing from those in the request for quotation are resolved (e.g. vendor information requests, waivers, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 5a. Do the procedures identify contract amendment methods? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A 5b. Do procedures assure contract amendments are correctly transferred to the functions concerned within the supplier's organization and subtier suppliers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Comments/Concerns