



Complete the following checklist as outlined. Reference the Supplier QA Handbook for the requirements.		
Initial the Block	YES	NO
Read the Supplier QE Auditors Handbook		
Audit details identified. (Supplier, Type of audit)		
Documentation obtained and reviewed? Purchase order reviewed? Blue Print/ Schematic obtained and reviewed? Quality Requirements reviewed? (DRS web site) http://www.drs-tem.com/corpinfo/pgtr.htm Checklist for specified audit process? (share point)		
Travel Authorization submitted? Approved?		
Supplier Contacted? Supplier Notified? Date for audit set? Supplier aware of what is required? Audit itinerary sent and acknowledged?		
In Briefing completed? Attendees identified? Additional information identified/ requested?		
Audit conducted utilizing checklist? Checklist completed? Findings/ Observations noted? Pertinent Documentation collected?		
Out Briefing Completed? Attendees noted? Findings/ Observations detailed and discussed? Time allowed for questions and answers? Supplier is aware of required responses to any findings?		
Complete written report. Call meeting for the Audit team review. Compile all reports and evidence. Complete written report within five business days. Distribute written report to Management and Program Buyer for pre-release review. Release report after Management review. Provide copies to all pertinent individuals.		
Responses received from supplier? Action items response received? Responses acceptable?		
Update TIPQA database. Corrective actions issued? Add supplier to audit schedule if approved? (class one & two only)		
Date form completed		