

## *EOTA – Business Form*



*Document Title:*

**Vendor Audit Schedule**

*Document Number:*

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<b>Rev.</b>	<b>Description of Change</b>
<b>A</b>	<b>Initial Release</b>
<b>07_1211</b>	<b>Changed some formatting of form.</b>

# Vendor Audit Schedule

Audit #: Enter

Company:	
Criteria:	ISO 9001:2008 Standard
Date:	
Team:	
Audit Lead:	
Objective:	
Scope:	1) Business/Quality System 2) Vendor Process 3) Order Processing

Day/Date:	Enter		
	<b>Arrive @ Facility</b> <b>Introductory Meeting</b> Introductions of Confirmation of Audit Plan Overview of Operation and Organization Brief Facility Tour		
	<b>Audit Start</b>	<u>Customer Company Name</u> Enter	<u>Vendor Customer Name</u> Enter
	<u><b>Business/Quality System</b></u> Corrective/Preventive Action Customer Complaints Metrics Training	<u><b>Vendor Process</b></u> Process Flow/Traceability Equipment Calibration Preventive Maintenance Nonconforming Material	<u><b>Order Processing</b></u> Order Process Change Control Final Inspection Handling/Storage
	<b>Audit Completion</b> <b>Audit Team Meeting</b> <b>Closing Meeting ~ Summary of Visit</b> <b>Vendor Audit Summary Report - Availability</b>		