Supplier Auditing

Parent Procedure: P-PUR Supplier Management

Document Owner		Process Owner	
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Function	Quality	Function	Supply Chain
Date	7/16/2024	Date	7/16/2024

Approval of this document is captured on the associated Form 001 Document Request Form maintained on file by the BMS Document Coordinator (Gatekeeper).

If you have a query concerning the implementation or updating of this document, please contact the document owner.

1. Summary

1.1. This process specific instruction defines the process and methods for supplier auditing.

1.2. The Procurement and Supply Chain Manager is responsible for implementation and management of this process specific instruction

2. References

Ref	Reference Number	Reference Title
1	PSI-PUR	Digital Product Definition for Suppliers
2	P-PUR	Purchasing
3	F-PUR	Supplier Audit Schedule
4	F-PUR	Tooling Assessment Maintenance Checklist
5	F-PUR	Supplier Capability Questionnaire
6	F-PUR	Supplier Audit Report
7	F-PUR	Supplier Quality Note Audit
8	D6-82479	Boeing Quality Management System Requirements for Suppliers

Include references to relevant Policy & the Standard plus other documents related to this Procedure (Internal & External)

3. Change Record

Rev	Date	Changed By	Details of change(s)
Original	8/1/2023	Christine Bowers	P-PLN Supplier Audit Process changed into new BMS format PSI-PUR Supplier Auditing
A	1/29/2024	Christine Bowers	Added 6.3.1.3.1 F-PUR Supplier Quality Note Audit
B	3/5/2024	Christine Bowers	Removed F-PUR SCORE from process and associated defining steps (7.4.1) Updated 7.4.1.5 to read 7.4.1.5. Applicable Clauses of Management Standard and/or Q-Notes – Clauses and/or Q-Notes audited associated with the Audit Scope(s) audited
C	7/16/2024	Joshua Johnson	Document Owner Changed – Christine Bowers

4. Terms and Definitions

4.1. Audit – systematic and formal comparison of documentation and practice against requirements, performed for the purpose of finding areas of nonconformity or opportunities for improvement.

4.2. Evidence – data or examples which can be proven true and verified for the purposes of proving an audit finding.

4.3. Finding – any summary of audit evidence; findings may be positive (reports of compliance) or negative (reports of non-conformity)

4.4. Major Nonconformity – a nonconformity that shows a standard or other requirement has not been implemented at all, or has been implemented in such a way that the requirements are not met at all. Alternatively, a cluster of minor nonconformities which, after review, are found to relate to a single clause or requirement.

4.5. Minor Nonconformity – a single instance, or small set of single instances, that show a requirement has not been met. At the Lead Auditor's discretion, a large number of related Minor Nonconformities may instead be filed as a single Major Nonconformity.

4.6. Nonconformity – any instance where practice or evidence does not comply with requirements.

4.7. Objective Evidence - information, which can be proven true, based on facts obtained through observation, measurement, test or other means.

4.8. Opportunity for Improvement (OFI) – audit evidence presented indicates that additional effectiveness or robustness of a process, task or activity may be possible with a modified approach.

4.8.1. Soft grading of nonconformities and/or identifying them as an OFI, does not benefit the organization, or its customers.

4.8.2. There is a risk that the nonconformity would be given a lower priority for correction and/or corrective action, or that no action would be taken and the conditions will expand and/or continue to exists.

5. Selection of Auditors

5.1. Supplier auditors are selected by management from the pool of employees through GKN Aerospace South Carolina.

5.1.1. Supplier auditors from other GKN facilities may be utilized for supplier audits.

5.2. Minimum an 8-hour AS9100 internal auditor training program provided by an approved third-party training organization.

5.2.1. Third Party Includes: GKN Corporate Training, Outside Vendors, Consultants or Accredited, industry-recognized quality auditor certification (e.g. ASQ CQA, IRCA, Exemplar, PECB).

5.3. Supplier auditors selected perform Digital Production Definition (DPD) and/or tooling audits will have received the above training along with the following:

5.3.1. Training on **PSI-PUR Digital Product Definition for Suppliers**

5.3.2. Training/approval of customer DPD/Tooling requirements.

5.4. GKN South Carolina may use contract auditors for supplier auditing; in such cases the contract auditors must:

5.4.1. Have themselves, or their company, evaluated and approved per the supplier selection requirements documented in **P-PUR Purchasing**.

5.4.2. Be included in the appropriate GKN approved supplier list (ASL).

5.4.3. Have verifiable references related to prior AS9100 auditing experience.

6. Audit Preparation

6.1. Supplier quality audits are conducted to ensure ongoing compliance with requirements of Quality System Standards, customer, and GKN Aerospace South Carolina Supplier policies and procedures.

6.1.1. This is accomplished by auditing against top-level processes against the requirements of AS9100, the suppliers quality system documentation, as well as requirements of customers or regulatory authorities, as applicable.

6.2. The Supplier Audit Manager plans audits according to a risk assessment, company need, management decision or customer requirements, and assigns a Lead Auditor for each, as well as any supporting audit team members

6.2.1. Risk assessment and scheduling is recorded in **F-PUR Supplier Audit Schedule**

6.3. The Lead Auditor will obtain the appropriate audit checklist for the specific supplier process(es) being auditing.

6.3.1. For suppliers of Boeing products/services (provided to GKN Aerospace South Carolina), audits shall be performed based on the following:

6.3.1.1. **D3200-1** for tooling – These audits will refer to Boeings **D3200-1** Tooling Document, all associated documents and GKN Aerospace South Carolinas Tooling Procedures.

6.3.1.1.1. These audits will be recorded on **F-PUR Tooling Assessment Maintenance Checklist**

6.3.1.1.2. **F-PUR Supplier Capability Questionnaire** will be completed at the same time.

6.3.1.2. DPD – These audits will refer to GKN Aerospace South Carolina **PSI-PUR Digital Product Definition for Suppliers**.

6.3.1.2.1. These audits will be recorded on **F-PUR Supplier DPD Compliance**.

6.3.1.2.2. **F-PUR Supplier Capability Questionnaire** will be completed at the same time.

6.3.1.3. **D6-82479** for QMS

6.3.1.3.1. **F-PUR Supplier Quality Note Audit** will be completed for Supplier Quality Management System Audits.

6.3.1.3.1.1. Only completing the applicable Q-Note Flow down as defined by the Purchase Order.

6.3.2. Other customers may have their own checklists that may be used during the execution of the audit.

6.4. Prior to conducting the audit, the Lead Auditor will complete preliminary planning activities with at a minimum, the following criteria considered:

6.4.1. Communication of audit objectives to the supplier

6.4.2. The audit scope

6.4.3. The audit criteria

6.4.4. The roles and responsibilities of the audit team members

6.4.5. The allocation of needed resources for the audit

6.4.6. Results of previous audits, customer and/or GKN Aerospace South Carolina complaints (in relation to the audit scope), and findings from external parties (in relation to the audit scope.

6.5. Once considerations are reviewed the auditor should contact the auditee to explain the scope of the audit and arrange a date/time to conduct the audit in line with the audit schedule

7. Completing Audit Activities

7.1. Documentation Review

7.1.1. Relevant documents related to the process are to be reviewed to determine conformity to the Suppliers QMS, Customer requirements, and GKN Aerospace South Carolina's flow down requirements.

7.2. Verification of Information

7.2.1. Information and objective evidence will be gathered in order to demonstrate compliance to the requirements.

7.2.2. This will be complete via a sampling activity, and should be completed with relevant sampling methods in minds.

7.2.3. Only information that can be validated with some degree of verification shall be accepted as audit evidence.

7.2.4. Audit evidence (or lack thereof) leading to a finding shall be recorded by the auditor.

7.3. Communication

7.3.1. It is important to periodically communicate to the auditee on the progress of the audit and any findings that are identified.

7.3.2. The continuous communication of the audit performance gives the auditee the opportunity to try to overcome any findings/ observations that were discovered and prevents findings being raised due to miscommunication between the auditee and the auditor.

7.3.3. Audit documentation will be completed on the appropriate checklist as noted in Audit preparation.

7.4. Determining Audit Results

7.4.1. The Lead auditor will collate all audit team members audit results and prepare **F-PUR Supplier Audit Report** populating the following:

7.4.1.1. Audit Dates – Start Date and End Date of the Audits

7.4.1.2. Audit #(s) – Audit Scope Numbers Audited

7.4.1.3. Lead Auditor

7.4.1.4. Auditor(s)

7.4.1.5. Applicable Clauses of Management Standard and/or Q-Notes – Clauses and/or Q-Notes audited associated with the Audit Scope(s) audited

7.4.1.6. Audit Scope/Process(s) Audited – The title of the audit scope(s) audited and the associated BMS process titles

7.4.1.7. Summary:

7.4.1.7.1. Positive Points/Best Practices/Recognition – Positives seen during the Audit

7.4.1.7.2. Major NCs – Statement of nonconformities(s)

7.4.1.7.3. Minor NCs - Statement of nonconformities(s)

7.4.1.7.4. Opportunities for Improvement (OFI) - Statement of nonconformities(s)

7.4.1.8. Audit Details:

7.4.1.8.1. Auditee(s)/Job Title(s) – List of all personnel audited/interviewed during the audit with job title

7.4.1.8.2. Description of Finding(s):

7.4.1.8.3. Standard/Clause – Standard and Clause the finding is written against

7.4.1.8.4. Requirement – The Standard text requirement written for review

7.4.1.8.5. Statement of nonconformity

7.4.1.8.5.1. Objective Evidence

7.4.1.8.5.2. Classification – Major NC, Minor NC, OFI

7.4.1.8.5.3. NCR Number – Nonconformance Number generated per BMS requirements

7.4.1.8.6. Audit Complete/Approved

7.4.1.8.7. Audit Date(s) – Date the Audit is complete

7.4.1.8.8. Lead Auditor – Signature notes approval of the completed audit

7.4.1.8.9. Audit Manager – Signature notes approval of the completed audit.

7.4.2. **F-PUR Supplier Audit Schedule** and TiPQA entries will then be updated to reflect completion of the audit.

7.4.3. Once the audit is complete, **F-PUR Supplier Audit Report** shall be distributed to the Supplier and the appropriate level of Top Management