# Supplier Audit Planning

## Scope & Evidence Checklist

Scope / sites: _____ Reviewer / date: _____

Mark Ready, Gap or N/A. Reference evidence and justify N/A decisions.

### 1. Purpose and supplier risk

- ☐ Identify supplier, supplied product or service and relevant sites.
- ☐ Define the qualification, requalification or for-cause decision.
- ☐ Review supplier importance, risk, performance and prior findings.

### 2. Scope and audit criteria

- ☐ Agree processes, specifications and quality agreements to assess.
- ☐ Identify applicable QMS and regulatory requirements within scope.
- ☐ Confirm auditor competence, objectivity and technical support needs.

### 3. Access and audit logistics

- ☐ Secure supplier cooperation, permissions and confidentiality terms.
- ☐ Select remote, on-site or hybrid methods to suit evidence needs.
- ☐ Confirm contacts, schedule, facility access and record availability.

### 4. Evidence and process trails

- ☐ Sample specifications, traceability and production or service records.
- ☐ Review relevant changes, nonconformities and corrective actions.
- ☐ Check selected validation, training and sub-tier controls as applicable.

### 5. Findings and reporting

- ☐ Link findings to audit criteria and objective evidence.
- ☐ Record sampling boundaries, unavailable evidence and limitations.
- ☐ Debrief the supplier and issue the agreed report and findings tracker.

### 6. Decisions and follow-up

- ☐ Assign supplier response owners, due dates and closure criteria.
- ☐ Define response review and effectiveness verification where needed.
- ☐ Record manufacturer approval decisions under its own procedures.

**Priority gap / evidence reference / owner / target date:**