Elexes

18 PRACTICAL CHECKS

Supplier Controls & SCAR Checklist

Qualification. Clear requirements. Verified corrective action.

Supplier / scope: _____ Reviewer / date: _____

Mark each check when evidence is available; capture the priority gap below.

1 Qualification and oversight

- ☐ Classify suppliers by product/service impact and risk.
- ☐ Retain qualification evidence and current approval status.
- ☐ Set monitoring and re-evaluation criteria with owners.

2 Purchasing requirements

- ☐ Specify current drawings, revisions and acceptance criteria.
- ☐ Confirm relevant requirements before purchase release.
- ☐ Define quality responsibilities and change notification.

3 Verification and traceability

- ☐ Define risk-based verification and sampling arrangements.
- ☐ Link acceptance records to supplier, lot and order.
- ☐ Control nonconforming items and assess affected scope.

4 SCAR initiation and response

- ☐ Record the unmet requirement and objective evidence.
- ☐ Assign containment, impact assessment and due dates.
- ☐ Require a supported root cause and action plan.

5 Effectiveness and closure

- ☐ Retain corrective-action implementation evidence.
- ☐ Set effectiveness criteria, method and review period.
- ☐ Document results, closure authority and escalation.

6 Supplier changes and trends

- ☐ Assess supplier changes before implementation as needed.
- ☐ Link recurring failures to CAPA and risk review.
- ☐ Use performance data to update supplier oversight.

Priority gap / evidence reference:

Action / owner / due date: