

## 1.0 Purpose

The intent of this instruction is to provide direction as to what is required / expected when conducting Potential Supplier assessment and / or Supplier Production Process Audit

## 2.0 Definitions

New/ Potential Suppliers – a Supplier that is not currently providing product to any of the FRAM Filtration facilities

Existing Suppliers – a Supplier that is currently providing product to any of the FRAM Filtration facilities

## 3.0 Reference Documents

Form SQ01 – New Supplier Initial Survey  
Form SQ02 – New Supplier On Site Assessment  
Form SQ03 – Supplier Production Process Audit  
Form SQ04 – Run at Rate

## 4.0 Procedure

### 4.1 New/ Potential Suppliers

Upon receiving notification from Supply Base that a new/ potential Supplier is being investigated for providing product Form SQ01 is to be submitted to the Supplier for Self Assessment. This completed form is then to be reviewed and if the decision is made to proceed with approval of Supplier an On-Site Assessment using Form SQ02 is to be conducted by a FRAM Filter Supplier Quality Engineer. This Assessment is to be reviewed with Supply Base and if the decision is made to proceed with Supplier the Supply Base Group is to place the Supplier onto the Approved Vendors listing. Prior to mass production approval the FRAM Filtration Supplier Quality Engineer is to perform a Process Audit on the Supplier's related manufacturing area using Form SQ03. If deemed necessary a Run at Rate study is to be performed using Form SQ04.

### 4.2 Existing Suppliers

A Supplier Audit schedule is to be compiled on an annual basis. Supplier Process Audits are to be performed by using Form SQ03. If deemed necessary a Run at Rate study is to be performed using Form SQ04.

### 4.3 Record Retention

Completed Forms SQ01, SQ02, SQ03, and SQ04 are to be retained within the Supplier Quality Sharepoint site.



Supplier Assessment / Audit

Quality Work Instruction

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Revision: A

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REVISION History Log

Rev	Description	Author	Date
-	Released	JP	09/17/12
A	Document format changes consistent with QMS documents in use in FRAM Filtration Master Control system.	sre	07/07/2014

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