

# Contract Review Process Audit By K&S Quality Associates

[www.QualityAssociates.org](http://www.QualityAssociates.org)

	<b>General Process Questions</b> (You may want to answer these questions after or while the specific questions starting at #23 are answered)	(N)Nonconformance (OFI)Opportunity for Improvement (S)Satisfactory	N/A	N/E
01	Is there a process flow diagram that adequately describes the inputs, outputs, responsibilities, resources, measurement point, and other requirement of the process?			
02	Does the Quality Manual properly address all the requirements of this section of the Standard?			
03	Are the documents required for this process controlled according to the requirements given in section 4.2.3 of the Standard?			
04	Are records created by this process controlled according to the requirements given in section 4.2.4 of the standard?			
05	Has management demonstrated an involvement in this process by the communication of a quality policy and objectives to the employees involved in this process?			
06	Is there evidence that management has reviewed this process during the management review meetings?			
<b>Objective evidence assessed / Observations / Comments / N/A explanation</b>				

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07	Has management provided resources necessary to effectively carry out this process?			
08	Are there adequate work instructions for the employees involved in this process?			
09	Are there adequate job descriptions for the employees involved in this process?			
10	Are there adequate training records for the employees involved in this process?			
11	Is there evidence of appropriate maintenance of all equipment involved in this process?			
12	Is there evidence that the proper work environment is being provided and maintained? (ESD, Clean room, etc...)			
<b>Objective evidence assessed / Observations / Comments / N/A explanation</b>				

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13	Is all measuring equipment (if any) used in this process calibrated in accordance with written procedures and the requirements of the standard?			
14	Does the organization conduct internal audits of this process at planned intervals to determine whether the process is effective and meets the requirements of the standard?			
15	Does the organization apply suitable methods for monitoring and, where applicable, measurement of this quality management system processes?			
16	Do these methods demonstrate the ability of the processes to achieve planned results?			
17	When planned results are not achieved, is correction and corrective action taken, as appropriate, to ensure conformity of the product?			
<b>Objective evidence assessed / Observations / Comments / N/A explanation</b>				

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18	In the event of process nonconformity, does the organization: <ul style="list-style-type: none"> <li>a) Take appropriate action to correct the nonconforming process?</li> <li>b) evaluate whether the process nonconformity has resulted in product nonconformity?</li> <li>c) identify and control the nonconforming product in accordance with clause 8.3?</li> </ul>			
19	Does the organization determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of this process and to evaluate where continual improvement of the effectiveness of this process can be made?			
21	Are corrective actions relevant to this process utilized and verified for effectiveness?			
22	Are preventive actions relevant to this process utilized and verified for effectiveness?			
<b>Objective evidence assessed / Observations / Comments / N/A explanation</b>				



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	<b>Process Specific Questions</b>	(N)Nonconformance (OFI)Opportunity for Improvement (S)Satisfactory	N/A	N/E
<b>28</b>	Are reviews conducted to the customer documentation to ensure: <ul style="list-style-type: none"> <li>a. product requirements are defined</li> <li>b. differing contract requirements are resolved</li> <li>c. organization has the ability to meet the requirements</li> <li><b>d. special product requirements are determined</b></li> <li><b>e. risks have been identified</b></li> </ul>			
<b>29</b>	Are records of reviews and actions maintained?			
<b>30</b>	Where the customer provides no documented requirements, are they confirmed before acceptance?			
<b>31</b>	Are documents amended and personnel made aware when product requirements are changed?			
<b>Objective evidence assessed / Observations / Comments / N/A explanation</b>				

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	<b>Process Specific Questions</b>	(N)Nonconformance (OFI)Opportunity for Improvement (S)Satisfactory	N/A	N/E
<b>32</b>	<b>7.2.3</b> Does the organization Implement effective customer communications for: <ul style="list-style-type: none"> <li>a) product information</li> <li>b) enquiries, contracts, or order handling</li> <li>c) customer feedback</li> </ul>			
<b>Objective evidence assessed / Observations / Comments / N/A explanation</b>				

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**As your system matures you may want to develop questions specific to any documented procedures/work instructions relating directly to this Process:**

**Procedure/WI #:**

**Question #:**

**Question:**

**Objective evidence assessed / Observations / Comments / N/A explanation:**

**Procedure/WI #:**

**Question #:**

**Question:**

**Objective evidence assessed / Observations / Comments / N/A explanation:**

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**Procedure/WI #:**

**Question #:**

**Question:**

**Conforming:**

**Minor:**

**Opportunity For Improvement:**

**Objective evidence assessed / Observations / Comments / N/A explanation:**

**Procedure/WI #:**

**Question #:**

**Question:**

**Objective evidence assessed / Observations / Comments / N/A explanation:**

# Process Based Audit By K&S Quality Associates

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**Procedure/WI #:**

**Question #:**

**Question:**

**Conforming:**

**Minor:**

**Opportunity For Improvement:**

**Objective evidence assessed / Observations / Comments / N/A explanation:**

**Procedure/WI #:**

**Question #:**

**Question:**

**Objective evidence assessed / Observations / Comments / N/A explanation:**

## Process Performance Evaluation

Minor Findings: \_\_\_\_\_ OFI's: \_\_\_\_\_ Total Findings: \_\_\_\_\_

Is this process meeting set objectives & Targets (Explain)?

### Process Evaluation:

1. Process is effectively implemented, planned results are achieved:
2. Process is implemented, planned results aren't achieved but appropriate actions are being taken:
3. Process is not effective, planned results aren't achieved and appropriate actions are not being taken:

Additional Notes:

Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

