



Aerospace Industrial
Development Corporation

供應商品質系統檢核表 Supplier Quality System Checklist

漢翔航空工業股份有限公司

S-200品質系統檢核表

Aerospace Industrial Development Corporation

S-200 Quality System Checklist

供應商名稱 Supplier	00000000有限公司 (供應商填) 00000000 CO.,LTD		稽核日期Date: 為客戶稽核者填				
稽核者 Auditor	為客戶稽核者填		稽核結果 Result		為客戶稽核者填		
項次Item	需求 Requirements		稽核結果Result				備註 Remark
			Y	N	I/A	N/A	
1.	品質管理系統 Quality Management System						
1.1	供應商是否制訂並維持一書面化符合自身及滿足客戶需求之品質管理系統，確保產品符合特定需求及持續改善其成效？ Does the supplier establish, document and maintain a quality management system to comply with its own and customer requirements, and ensure the product conforms to specified requirements and continually improve its effectiveness ?		為客戶稽核者填	為客戶稽核者填	為客戶稽核者填	為客戶稽核者填	000-00品質手冊(供應商填) 評鑑者準備:書面品質手冊(供應商問卷表C品質系統1.已要求附上)、其ISO9001/AS9100/ISO17025/NADCAP/TS16949等證書
1.2	文件化要求 Documentation Requirements 供應商是否必須對文件管制、品質記錄之管制、不合格品之管制、檢驗與測試、矯正與預防措施等品質活動建立書面化程序？ Does the supplier establish documented procedures for quality activities including Control of Documents, Control of Quality Records, Control of Nonconformance, Inspection and Test status ?		為客戶稽核者填	為客戶稽核者填	為客戶稽核者填	為客戶稽核者填	000-00系統文件管制辦法 000-00品質紀錄管理辦法 000-00不合格品管理辦法 000-00進料檢驗管理辦法 000-00製程檢驗管理辦法 000-00成品檢驗管理辦法 000-00矯正及預防措施作業辦法
1.3	文件管制 Documentation Control 供應商是否對品質文件須予以管制？ Does the supplier control, preserve and maintain quality documents ?						000-00系統文件管制辦法
1.4	品質記錄管制 Control of Records 供應商是否建立書面化程序以律定品質記錄之識別、儲存、防護、取用、保存期限及屆期處置之管制作業？ Does the supplier establish documented procedure to define control activities of quality records for identification, storage, protection, retrieval, retention time and disposition ?						000-00品質紀錄管理辦法 000-00電子媒體管制辦法 評鑑者準備:準備程序書及現行各程序文書識別、儲存、防護、取用、保存期限及屆期處置之清單，供查核。

Y: Yes合格 N: No不合格 I/A: In-adequate不完整 N/A: Non-applicable不適用

10/2013

FRM-IR-250

紅色-稽核者(客戶品保)填寫

藍色-受稽公司(單位代表)填寫

綠色-受稽單位(單位代表)資料準備與現場引導



項次Item	需求 Requirements		稽核結果Result				備註 Remark
			Y	N	I/A	N/A	
2.	管理責任 Management Responsibility						
	2.1	供應商最高管理階層是否對品質管理系統的發展與執行及持續改善其有效性，提出具體承諾。並應瞭解客戶的需求，往下展開要求各部門以提高客戶滿意為目標，並透過審查機制確保持續符合品質管理系統？Does the top management of the supplier provide evidence of the commitment to the development, implementation and continual improvement of the effectiveness of quality management system？ Does the supplier management understand customer requirements, and flow down to request each department to enhance customer satisfaction and ensure consistent conformity to quality management system through review programs？					000-00管理審核作業 評鑑者準備：年度目標與執行現況
3.	資源管理 Resource Management						
	3.1	供應商對實施與維持品質管理系統，及持續改善其有效性等作業是否決定及提供必要的資源，包含人力、設施及環境資源？ Does the supplier provide necessary resources, including manpower, infrastructure and work environment to implement and maintain the quality management system and continually improve its effectiveness？					000-00教育訓練管理辦法 000-00驗證人員資格審查辦法 000-00機器設備管理辦法 000-00量測儀器管理辦法 評鑑者準備：年度目標與執行現況
4.	產品實現 Product realization						
	4.1	供應商於規劃產品實現流程時，是否適當決定產品品質要求、產品實現的製程、所需之產品檢驗、測試與製程管制及品質記錄？ Does the supplier determine properly the quality requirement for the product, processes needed for product realization, and requirements for inspection, testing, process control, and quality records when planning the processes for product realization？					000-00進料檢驗管理辦法 000-00製程檢驗管理辦法 000-00成品檢驗管理辦法 評鑑者準備：準備一份物料至加工到檢驗合格到出貨等品質記錄且表單都能對應到上下游表單並能追溯到物料接收之來源與鑑別該物料經檢驗合格入庫而出貨。
	4.2	供應商是否制訂及維持合約審查程序，使合約之所有需求得以完整傳達至供應商內部各部門及其相關次合約商，並能確保各項支援製造程序之製造、檢驗、測試及文件需求符合要求？ Does the supplier establish and maintain a contract review process to provide complete flow-down of all purchase order requirements within their facility and applicable subcontractors, to ensure conformity of manufacturing, inspection, testing, and documentation requirements supporting the manufacturing process？					000-00合約管理作業辦法 評鑑者準備：提供一份案例資料供審查。



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	4.3	採購 Purchasing 供應商是否建立書面程序以評估及選擇有能力符合合約需求之次合約商，包括漢翔公司或漢翔公司客戶指定之商源？次合約商評估記錄是否予以保存？ Does the supplier establish a documented procedure to evaluate and select the subcontractors, includes AIDC or AIDC's customer designated sources, based on their ability to meet subcontract requirement ? Does the evaluation records of subcontractors be retained ?					000-00供應商管理辦法 評鑑者準備:現行供應商管制清冊、準備一份案例。
	4.4	供應商對於採購之物料是否依藍圖、規範及書面程序或檢驗計劃驗證其符合需求？ Does the supplier assure purchased material are verified to meet specified requirements according drawing, specification and documented procedure or inspection plan ?					000-00採購管理辦法 000-00進料檢驗管理辦法 評鑑者準備:同4.3
	4.5	供應商是否建立書面程序，以律定相關工程變更之審查及執行，以確保產品構型符合要求？ Does the supplier establish documented procedure for the review and implementation of engineering changes to ensure configuration conformity of the product?					000-00圖面與設計變更管理辦法 評鑑者準備:準備一份案例
	4.6	供應商是否建立工具及數位控制程式之驗證與管制程序，並確保產品生產流程均依已核定之製程順序、方法、工具及設備來執行？ Does the supplier establish the procedure for the verification and control of production tools and numerical control (NC) programs? Does the supplier guarantee products to be made in accordance with authorized production procedure, method, tool and equipment?					000-00數位化檔案_DPD_管理辦法 評鑑者準備:準備一份案例
	4.7	鑑別和追溯Identification and traceability 供應商自接收以及於生產至交貨漢翔公司，是否以適當之方法鑑別產品及維持產品之追溯性？ Does the supplier identify the product by suitable means and maintain product traceability from receipt, production, to delivery of product to AIDC?					000-00產品型態管理與追溯 評鑑者準備:準備一份案例

Y: Yes合格 N: No不合格 I/A: In-adequate不完整 N/A: Non-applicable不適用



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	4.8	當漢翔公司財產在供應商管制或使用下，供應商是否小心保管？供應商是否鑑別、驗證、保護和保全漢翔公司所提供使用或併入產品中的財產？ Does the supplier exercise care with AIDC's property while under supplier's control or being used by the supplier? Does the supplier identify, validate, protect and safeguard AIDC's property provided for use or incorporation into the product?					000-00客戶供應品管理辦法 評鑑者準備:準備一份案例
	4.9	產品防護Preservation of product 供應商內部對產品之搬運、包裝、儲存和防護是否建立管制作為?若有壽限器材需求時應管制其儲存及使用壽限符合合約規範要求。 Does the supplier establish control activity on the handling, packaging, storage and protection of products? If shelf life products apply, storage and shelf life shall be controlled in accordance with contract and specification requirements.					000-00運搬、保存、包裝與交貨管理辦法 評鑑者準備:準備一份案例
	4.10	監控與量測儀器之管制Control of Monitoring and Measuring Devices 凡用於檢驗、量測與試驗之設備，無論是自有、借用或漢翔公司提供，供應商是否管制、校正與維護，以證明產品符合規定要求？ Does the supplier control, calibrate and maintain inspection, measuring and test equipment, whichever owned by the supplier, loaned, or furnished by AIDC, to demonstrate the conformance of product to the specified requirements?					000-00量測儀器管理辦法 評鑑者準備:準備量測儀器校驗時程與執行現況清冊，並確保現行檢驗員或操作員用於檢驗需求工具都是合格狀態、且實體上貼有合格標籤。
5.	量測、分析及改善Measurement, Analysis and Improvements						
	5.1	流程的量測和監控Monitoring and Measurement of Process 供應商是否透過資料分析以進行後續持續改善作業？ Does the supplier implement continuous improvement through the analysis of data?					000-00資料分析運用辦法 評鑑者準備:準備一份案例
	5.2	內部稽核 Internal Audits 供應商是否建立一書面程序以規劃及執行內部稽核作業，以確保其品質系統之有效運作？ Does the supplier establish documented procedure for planning and conducting internal audits to ensure effective operation of the quality system?					000-00內部品質稽核作業辦法 評鑑者準備:準備今年度以預劃/執行之內部稽核時程及稽核有缺失之報告

Y: Yes合格 N: No不合格 I/A: In-adequate不完整 N/A: Non-applicable不適用



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			Y	N	I/A	N/A	
	5.3	供應商是否於產品生產製造流程之適當時機，依藍圖、規範、製造計劃、檢驗計劃或作業程序執行產品製程中之檢測工作？ Does the product be inspected according to drawing, specification, manufacturing plan, inspection plan or documented procedures at proper manufacturing stages ?					000-00製程檢驗管理辦法 000-00成品檢驗管理辦法 評鑑者準備:準備一份案例
	5.4	供應商是否對於未經檢測或驗證合格前之產品必須不予放行至完成檢測為止，除非放行之產品可依程序有效召回？ Does the product be hold until the required inspection and tests have been completed, except when product is released under positive recall procedures ?					000-00成品檢驗管理辦法 評鑑者準備:若可放行不合格品需提供一份案例及管制記錄
	5.5	供應商對於檢驗與測試結果是否適當記錄及保存？以提供足夠的證據顯示檢測已完成並符合允收標準，檢測記錄是否清楚顯示產品為合格或不合格？ Does the results of inspection and testing be recorded and maintained and shall provide evidence of completing inspection and tests that indicate conformance to acceptance criteria ? Does the records also clearly show whether the product has passed or failed the inspection or test ?					000-00製程檢驗管理辦法 000-00成品檢驗管理辦法 評鑑者準備:準備一份案例
	5.6	不合格品的管制 Control of Nonconforming Product 供應商是否確保不符合要求的產品已被鑑別、標識、記錄、隔離和管制？ Does the supplier ensure that product which does not conform to product requirements is identified, marked, segregated and controlled?					000-00不合格品管理辦法 評鑑者預備:隨機抽查不合格品並提供工作單記錄與後續處理記錄，不合格品管制區應確保現行不合格品管制清冊記錄完整、並標示為不合格品區、專責單位及作業程序書/SOP等資料。
	5.7	矯正與預防措施 Improvements 供應商是否建立書面程序律定矯正行動與預防措施之作法，以確保不符合原因或潛在不符原因已確實被消除不再重犯？ Does the supplier establish documented procedure for corrective and preventive actions to ensure causes of nonconformance or potential nonconformance be eliminated and their occurrence prevented?					000-00矯正及預防措施作業辦法 評鑑者準備:提供內外部稽核案例

Y: Yes合格 N: No不合格 I/A: In-adequate不完整 N/A: Non-applicable不適用