

The responsible Quality Principle should be contacted if this requirement cannot be met.

3. Findings Observed During the Supplier Audit should be classified as the following:
 - Area of Special Concern (ASC) -item observed is extremely serious. Immediate corrective action by Auditee is required;
 - Major Observation -item observed is serious, or a significant number of minor observations have occurred in the same area or system. Prompt corrective action by Auditee is required; or
 - Minor Observation -item observed is not yet serious but could become a problem if not corrected in a timely manner. Auditee Management follow-up is required to assure that a systemic problem does not exist.
4. In the Event the Supplier Audit Rating is Conditionally Acceptable, the site should not initiate new business until all ASCs and major observations are satisfactorily addressed by the supplier and verified during a follow-up audit or review and acceptance of the supplier's corrective action plan by the Site Quality Team.
5. Supplier Audit Reports should be drafted by the Site Quality Team or Director/Team Leader of Quality Audit Team for approval and issued within 30 working days after the audit.
6. The Supplier Audit Report should be written in a way that the body of the report is free from proprietary, speculative, or potentially controversial comments, and stating only actual facts observed during the audit.
7. The Supplier Audit Report should include, but not be limited to, the following information:
 - Supplier name, address, type of operation, name of product or services supplied and principal contact;
 - Date of audit and date of last audit, if applicable;
 - Purpose of audit;
 - Site auditor and audit participants;
 - Audit findings;
 - Supplier Audit Rating; and
 - Executive Summary (for the site use only).
8. An Executive Summary Containing Proprietary Information should be included in each Supplier Audit Report to inform the site recipients of the audit results. This Executive Summary should not be included with the copy of the Supplier Audit Report that is sent to the audited supplier location representative. The Supplier Audit Report should be considered site's-proprietary information.