

	Supplier Ocular Inspection Form		Document Number: FM-SS-08.06
	Forms and Templates		
Department: Materials Management	Effective Date: January 22, 2020	Revision No 0	



SUPPLIER OCULAR INSPECTION FORM

Note: This form shall be used to access the physical and environmental status of suppliers work location. There are guide questions below which should be considered in the actual inspection.	Document No.	FM-SS-08.06
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	Revision No.	0
	Department:	Materials Management

Date of Inspection:	Prepared by:
Accreditation Year:	

Supplier Name:	Type of Service:
Address:	

Guide Questions	Yes	No	Remarks
1. Are visitors welcomed and given information about suppliers nature of business, work force, customers, and products?			
2. Is the facility safe, clean, orderly, and well lit?			
3. Are the products/machines/equipments offered are available in the site and in good condition?			
4. Are there safety signages or guidelines being followed?			
5. Are work instructions and product quality specifications visible or MVVQ related to product or company?			
6. Are there delivery or service monitoring boards considering lead time?			
7. Do employees appear wear proper office attire?			
8. Is a timetable posted for equipment preventive maintenance and on going improvement of tools and processes?			

TOTAL:

Signed by (BUYER) :

Acknowledged by (SUPPLIER REP.) :

Signature over Printed Name/ Date

Signature over Printed Name/ Date

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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