

Audit Worksheet – Purchasing

Auditor: _____ **Date(s):** _____

Purchasing:

1. Review a minimum of five random purchasing files including at least 1 calibration service provider or provider of reference standards:

List vendors reviewed:

2. Are the vendors on the QMS Approved Vendor list: Yes / No

3. Does the calibration service provider or reference standards vendor meet the requirements of GL-6: Yes / No

Notes or Other Items Reviewed: