

SUPPLIER:	Josef Skrkon – Techplast a.s.
DUNS:	49-507-3962
DATE:	12.-14.11.2024
OBJECTIVE:	Process & Product Audit
DOCUMENTS:	VDA 6.3, VDA 6.5 and Formel Q Capability 9.0
LANGUAGE:	CZ, EN

Lead Auditor : Iveta Popélyová	Co-Auditor:	Observer: Michael Buchholz
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12.11.2024			
VDA 6.3 Chapter	Scope of audit	Time	Remarks
-	Opening meeting Hildebrand P., Nepraš Z., Škorpil R., Seknička F. Charvát M., Hýbl D.,	09:00 – 09:30	Introduction of participants, overview of VW projects in serial production, company presentation
-	Definition of product audit. Parts will be randomly collected in expedition area Hildebrand. P., Škorpil R., Říha J., Nepraš Z.	09:30 – 10:45	Parts ready for expedition will be inspected against customer requirements (dimensions, function, material, optic, identification etc.) The free capacity for testing and inspection must be ensured.
P7	Customer satisfaction Hildebrand P., Mňuková L., Říha J., Škorpil R.	10:45 – 12:45	QMS certification, customer claims, analyses and corrective actions, 8D-Reports, sampling, requalifications, B2B portal - contact data and ability range, package data sheets, KPM-Halle, emergency plans, NTF-process
	Lunch break Hildebrand P., Nepraš Z., Škorpil R.	12:45 – 13:15	
P5 – P6	Warehouse Charvát M., Brzica J., Škorpil R.,	13:15 – 14:30	Incoming inspection, booking of materials, warehouse, storage of chemistry, quarantine area, fulfilment of FIFO, etc.

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P6	Production Hýbl D., Novotný L., Hildebrand P., Škorpil R.	14:30 – 16:30	Inspection of all production processes, storage and handling of semi-finished parts and NOK parts, production and process release, end of line inspection etc. Checking of documentation (control plan, work instruction, qualification matrix, data collection etc.)
-	Hildebrand P., Nepraš Z., Škorpil R.,	16:30	Closing of the 1st day, agenda confirmation for the 2nd day.

13.11.2024

VDA 6.3 Chapter	Scope of audit	Time	Remarks
	Evaluation of product audit Hildebrand P., Škorpil R., Habrdová R.,	09:00 – 09:15	Evaluation of product audit A/B failure – secure of immediate actions C failure – implementation of corrective actions
P6	Maintenance, Laboratory and metrology Martinů P., Dubský J., Říha J., Škorpil R.,	09:15 – 10:45	Maintenance - tools, machines, warehousing of critical spare parts. Metrology - warehousing, calibration and inspection
P6	Project management Change management Nepraš Z., Hildebrand P., Škorpil R.,	10:45 – 12:00	Transmission of project from development to serial production, change release process, verification and validation including documentation
	Lunch break Nepraš Z., Hildebrand P., Škorpil R.,	12:00 – 12:30	
P5	Supplier management Charvát M., Brzica J., Nepraš Z., Škorpil R.,	12:30 – 14:00	Selection and evaluation of suppliers, Quality agreements, Target agreements with critical suppliers, transmission of Formel-Q requirements, sampling according to VDA2, requalification's, supplier claims, 8D-reports
P6	Human resources Čermáková J., Habigerová D., Škorpil R.,	14:00 – 14:30	Job descriptions, requirements and responsibilities, qualification and training plan, motivation etc.
P6	Q-Management Škorpil R., Kolek P., Suchý J., Říha J.,	14:30 – 16:00	Company targets, internal claims, failure analysis, corrective actions, continuous improvement programme, FMEA, internal claims, process and machines capability studies, Cpk, Ppk, Cmk. Internal product and process audits, D-TLD documentation and archivation
-	Open points Nepraš Z., Hildebrand P., Škorpil R.,	16:00 – 17:00	Discussion of open points from audit

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14.11.2024

VDA 6.3 Chapter	Scope of audit	Time	Remarks
-	Audit report	09:00 – 12:00	Preparation of audit report
-	Closing meeting	12:00 – 12:30	Presentation of audit report

Hildebrand P., Nepraš Z., Škorpil R., Seknička F.
Charvát M., Hybl D.,

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