**Basic Information:**

|  |  |  |
| --- | --- | --- |
| Supplier Name: | Address: | Date of Redundant Audit: |
| Commodity/ Scope of Audit: | Name of Subscriber: | Person who visited: |
| Description of Occurrence: | | |

**The Supplier believes the Subscriber conducted a redundant audit within the last 90 days because: Yes No**

1. **The Subscriber used a Nadcap Checklist, or another checklist that mimics the applicable**  **Nadcap checklist.**
2. **The Subscriber failed to provide a valid reason for the audit in line with the redundant    
   audit definition below, and then proceeded to conduct a redundant audit.**
3. **The Subscriber provided a valid reason for the audit and then proceeded to conduct    
   a redundant audit.**
4. **Other reason:**

Definition of Redundant Audit:

*A redundant audit is considered to be one in which a Subscriber conducts an audit using criteria covered in the scope of the Supplier’s Nadcap accreditation. The intent is not to repeat a similar type process audit.*

* + *Please be aware that this means redundant audits are not:*
    - *Subscriber Qualification/Requalification Audits*
    - *Audits Outside the Nadcap Scope*
    - *Routine Product Audits*
    - *Audits of Subscriber-Unique Requirements not already addressed in Nadcap Supplemental Checklists*
    - *Visits to Suppliers experiencing Quality Problems*
    - *Audits that are contractually flowed to the Supplier above and beyond existing Nadcap accreditation requirements. (E.g. military division of a Subscriber which contractually requires its own audit.)*
    - *Audits conducted by non-Nadcap Subscribers. (E.g. Tier three machine shop complying with AS9100 Section 8.4 Control of Externally Provided Processes, Products, and Services.)*

**Submit the completed form and any objective evidence to** [redundantaudits@p-r-i.org](mailto:redundantaudits@p-r-i.org)

**The Process for reporting Redundant Audits is listed on Page 2**

**Staff Engineer and Task Group Subscriber agree that a redundant audit was conducted Yes**  **No**

**Comments:**

Process for Reporting Redundant Audits

1. Supplier completes the redundant audit form for an audit conducted within the prior 90 days and sends it to the redundant audit email, [redundantaudits@p-r-i.org](mailto:redundantaudits@p-r-i.org), along with any available evidence.
2. PRI Staff assigned to the SSC receives the form.
3. PRI Staff assigned to the SSC reviews the form and adds information to redundant audit log.
4. PRI Staff assigned to the SSC forwards the redundant audit form, along with any provided evidence, to the relevant commodity Staff Engineer (SE) within 7 days of receipt.
   1. SSC Leadership Team to review submitted forms at least monthly.
5. SE to arrange a meeting with the Supplier and Subscriber Task Group representative to determine if it is a redundant audit.
6. SE completes the form to indicate if it was a redundant audit within 21 days of receipt and:
   1. Returns the form to PRI Staff assigned to the SSC.
   2. Notifies the Supplier who submitted the form, in writing, of the decision.
7. PRI Staff assigned to the SSC completes log by filling out yes or no for confirmed redundant audit.
8. PRI Staff assigned to the SSC reports redundant audit to appropriate NMC representative of Subscriber company within 7 days of receipt of investigation results from the Task Group.
9. SSC Chair reports data in log at next NMC Steering meeting, including the number of redundant audit forms received, number of confirmed redundant audits and breakdown by Subscriber.