5b) Provide input to client QTA or share own QTA template with client

4c) On receipt of Satisfactory responses close audit and place supplier on **APPROVED SUPPLIER LIST**

4b) Prepare responses to client observations

7) Supplier suspended/off boarding – Decision made between commercial, and QA based on supplier performance. QA to be updated accordingly

5a) Onboard new GMP/GDP compliant supplier and implement commercial contract and align with QTA

NO

YES

4a) Client QA Perform onsite audit and issue any observations

5) Draft QTA and coordinate with commercial and supplier on the contents

5c) QTA sign off (1 original at client & 1 at supplier) and update **QTA LOG**

6) Place supplier on the ongoing **AUDIT SCHEDULE**

3b) Evaluate completed questionnaire and GMP/GDP/ISO compliance certificates

3a) Complete questionnaire

3) Send GMP or GDP audit Questionnaire

YES

NO

2a) Onboard new supplier and implement commercial contract

1) New Supplier Identified

2) Impact on GMP or GDP?

4) Perform Risk Assessment. Considered High or medium risk?

**Supplier**

**Quality Assurance**

**Senior Management In Any Department**