Minutes — supplier process audit

Field	Detail
Date / site	14 Nov 2026 — battery pack assembly plant, Tianjin (anonymised: Supplier A)
Buyer	European energy-storage OEM; present: SQE (Mr K.), sourcing (Ms L.)
Interpreter	TEDIAN — mechanical engineer, 10 years energy storage & transformers
Scope	Pack assembly, incoming cell inspection, end-of-line test, traceability

1. Agenda covered

Agenda item	Status	Note
Opening meeting and document check	done	Business licence, ISO 9001 and IATF certificates sighted
Line walk: cell incoming and storage	done	Temperature and humidity logs shown on request
Line walk: pack assembly and torque stations	partial	Station 4 skipped; plant asked to move on
End-of-line Hi-pot and insulation resistance	done	Test sequence walked through with the operator
Traceability and warranty records	not covered	Deferred by the plant to a later visit

2. Findings

Item	Observation	Evidence	Risk
Torque records	Values are recorded per shift, not per unit; no serial linkage	Line 3 logbook, 14 Nov, 08:00–16:00	M
Salt spray test	Certificate covers 480 h; datasheet claims 720 h	Test report Rev.2 vs specification §4.3	H
Cell incoming check	Sampling plan AQL 1.0 applied, but no record of the last two lots	IQC folder empty for lots 26-101 / 26-102	M
EOL test data	Hi-pot results stored locally on a PC; not backed up, no export	Observed on the EOL station PC	L
Warranty handling	Plant says "we have never had a return"; no register shown	Verbal only	H

3. Open items

Item	Owner	Due	Status
Provide per-unit torque export for lots shipped in October	Supplier A / quality	21 Nov	open
Confirm which salt-spray duration applies to the current PO	Buyer SQE	18 Nov	open
Share IQC sampling records for lots 26-101 / 26-102	Supplier A / IQC	24 Nov	open

4. Next steps

- Buyer to send the clause reference that requires 720 h salt spray; plant to answer in writing, not on the phone.
- Re-audit the torque station on the next visit, with the plant's own export file in hand.
- If the per-unit torque data does not exist, treat this as a system gap, not a clerical one.

Note

This is a sample document. It shows the structure and the level of detail of the minutes delivered within 24 hours of a service day. Real minutes carry the buyer's own findings, not these.