



External Provider Audit Plan

Instructions: This audit plan is used as a guide for the performance of external provider audits. It shall be prepared by a qualified Valmont lead auditor, or qualified lead auditor representing Valmont, and submitted to the external provider for approval. Once approved, the plan shall be signed by the lead auditor and distributed to auditor(s) and auditee. Auditor(s) shall also be provided the completed External Provider Questionnaire and supporting documentation.

Audit Purpose: To ensure the external provider conforms to Valmont quality requirements, and to support continuous improvement.		
Audit Scope: Only systems, processes, and products directly associated with Valmont's purchased products and/or services.		
Audit Authority: External provider audits are authorized by, and performed under the direction of, the VP of Supply Chain.		
External Provider / Location:		
External Provider Representative:		
Date / Time:		
Audit Criteria: Auditor(s) will verify against QMS requirements in Valmont's Quality Handbook for External Providers and will utilize as working papers a general audit checklist and any special process checklists indicated below. For these and other documents, refer to www.valmont.com/supplychain .		
Painting	NDE	Welding
Galvanizing	Detailing	Other:
Audit Schedule		

Wondering what to expect from the audit? See the next page for details.

Lead Auditor Signature



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What to Expect from the Audit

An audit is regulatory in nature, but don't let that scare you. Valmont wants to make sure that all external providers meet or exceed quality requirements, so we can assure our customers that they will be consistently satisfied with the finished product. However, an audit also provides us with a valuable opportunity to get to know you and your organization. Please treat it as an opportunity to showcase the excellence that sets you apart. Bragging is allowed; in fact, it's encouraged!

Safety orientation is critical. Our auditors will always approach their activities onsite with care, but we depend on you to inform us of any precautions that we need to take, including the provision of personal protective equipment (PPE) and notifying us of potential hazards. Before we start audit activities, let's talk about what we can do to make sure everybody returns home safely.

Your business is your business. While we have an important job to do, gathering information and verifying against audit criteria, we want to respect your confidentiality if there are proprietary processes or other information that should be excluded from the audit scope. Please communicate those concerns as early as you can, and no later than the start of the audit, so that our auditors can plan accordingly.

Connect us with members of your team. Our auditors will ask a range of questions – some related to systems, others related to processes, and even some specific questions about product or equipment. While you might be an expert on all of these things, we don't expect you to be. In a typical audit, we talk to team members at different levels of the organization and across multiple functions.

Let's compare notes. In the event that our auditors identify an apparent non-conformance, we'll point it out and ask for your opinion. If there is a dispute, the best time to discuss and establish a consensus is while we're onsite. None of the content in an audit report should surprise you, if we've done our job communicating during the audit.

We love audit reports. Who doesn't? These documents summarize the visit to your operation – when we were there, who we talked to, and what we did while onsite. Consider it a memento! It also shares the official results of the audit. You will receive a report from our lead auditor within two business days. Please review it carefully and give close attention to any instructions that accompany the report. We may request a corrective action to remedy a non-conformance.