PROCESS AUDIT

VDA 6.3 Process Audit Evaluation Guide

Scoring, element results, overall result EG and the downgrade rules on one page

QM Bench pocket guide
Rev. 2026-11

Scoring every question

Points	Meaning	Typical evidence
10	Requirements fully met	Every sample point fulfilled, effective and stable
8	Mostly met, minor deviations	Small gaps without risk to product or process
6	Partly met, larger deviations	Gaps that need action, risk is limited
4	Inadequately met, serious deviations	Requirement largely missing, risk to product or process
0	Not met	Requirement not fulfilled or not demonstrated

Only 10, 8, 6, 4 or 0. Not applicable questions are left out of the calculation, not scored.

Process elements

P1	Potential analysis
P2	Project management
P3	Planning product and process development
P4	Implementation of product and process development
P5	Supplier management
P6	Process analysis production (6.1 input to 6.6 transport)
P7	Customer care, customer satisfaction, service

Serial production audits usually cover P5, P6 and P7. P1 is scored separately, not in EG.

Results

- **Element result En** = points reached / points possible × 100 %.
- P6 also per process step and per sub-element 6.1 to 6.6.
- **Overall result EG** = points of all scored questions / points possible × 100 %.

Grade

Grade	EG	Meaning
A	≥ 90 %	Quality capable
B	80 to < 90 %	Conditionally capable
C	< 80 %	Not quality capable

Downgrade rules (apply after EG)

Finding	Grade at best
Any element (or P6 sub-element / process step) below 80 %	B
A starred (*) question scored 4	B
Any other question scored 0	B
Any element below 70 %	C
A starred (*) question scored 0	C

Example: EG 92 % would be A, but question 6.4.1* scored 4 → grade B. Write the reason in the report, plan actions for every question below 10 and agree deadlines with the auditee.

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