Supplier Qualification / Systems Assessment (Automotive)

Supplier:		**Address:**		**Supplier Contact Name / Pos.:**	
Lead Auditor:		**Country:**		**Supplier Contact Email:**	
Audit Date:		**Commodities:**		**Supplier Contact Phone:**	

Supplier Company Information			
Primary Customers:		**Last years sales:**	
Primary Industries:		**# of Production Shifts:**	
Export Experience:		**Total Mfg Floor Space:**	
# of Employees (Office / Mfg):		**Previous Year Sales:**	

Audit or Note: Use Supplementary guidelines for detailed questions for each rating.

Place an "X" in the appropriate blue cell to obtain a score for that question

Supplier Information Requested:
- Previous Year Company Finanacials
- Equipment & Capacity List (see Tab)
- Supplimentary evidence

	Elements	Details of Item	Weight	Evaluation Points/Rating* 5	4	3	2	1	Sub-Total	Observations *(Include Backup documentation)*
Business Support Systems	1.) **Quality Systems**	1. Does the supplier have a prevention oriented Quality / Business Operating System?	3						n/r	
		2. ISO-9001-2008 Certified? *(Attach copy of Certificate)* ; ISO/TS 16949, AS9100 or Other Equivalent Industry or National Certifications? ; Is the suppliers quality system mature and fully deployed throughout the entire organization?								
	2.) **Planning & Execution**	1. Are the supplier's quality performance goals aligned with their customer's expectations? Are they linked to the facility managers goals?	3						n/r	
		2. Does the supplier have a formal system to ensure effective product and process development for new programs/products including establishment of milestones for key activities? (Documented PPAP Process with supporting examples)?	3						n/r	
		3. Last 6 months key results:PPM ; On-Time Delivery ; Are there positive trends on these indicators and action plans in place when/if issues arise? *Enter the actual PPM number and On-Time Delivery percentage values*	3						n/r	
	3.) **Supply Management**	1. Are (sub-)suppliers assessed/selected based on Quality and Commercial capabilities? Does this assessment/selection process occur sufficiently early in the program to allow for supplier input into the development of the product/processes.	3						n/r	
		2. Are (sub-)suppliers given defined expectations for quality and measured against them? Does this include involvement in new products/programs?	3						n/r	
		3. Is (sub-)supplier performance tracked and reviewed to ensure that issues receive effective root cause analysis and permanent corrective action to prevent recurrence?	2						n/r	
	4.) **Customer Focus - Senior Management**	1. Does evidence show that senior management periodically reviews customer expectations and assigns adequate resources to achieve them?	3						n/r	
		1a. Are all key organizational positions filled? If not, is a plan in place to fulfill those positions?	3						n/r	
		1b. Are adequate resources available to complete all customer required tasks?	3						n/r	
		1c. Do resources have sufficient language skills to support the customer?	2						n/r	
		2. Is the senior management team involved with customer issue resolution?	3						n/r	
		3. Does senior management effectively communicate customer expectations/concerns through the organization?	2						n/r	
		4. Does senior management support participative multi-disciplinary team decision making?	2						n/r	
	5.) **Personnel**	1. Is there a system to qualify production personnel in their job function? Does this include early involvement in new programs, learning new tasks, skills etc. sufficiently in advance of production startup?	3						n/r	
		2. Are there programs that encourage continuing education/development of the workforce?	1						n/r	
		3. Is there a system to encourage, communicate and implement ideas from production personnel? Does this include team involvement in planning for new programs/products?	2						n/r	
		4. Do operators understand key processes and their affect on product quality (customer satisfaction / dissatisfaction)?	2						n/r	
		5. Where language barriers may exist are systems in place to ensure the accuracy of defined expectations?	2						n/r	
		6. Is there an effective system to involve production employees in customer issue resolution?	2						n/r	
Manufacturing Support Systems	6.) **Defect Management**	1. Is there an effective system to identify, contain and eliminate non-conforming products/processes? Does it ensure that containment actions are not allowed to be removed until permanent action has been verified and effectively put in place?	3						n/r	
		2. Is information relating to known defects effectively communicated through the organization?	2						n/r	
		2a. Does the process also address notifying and protecting the customer if suspect or non-conforming material was shipped?	3						n/r	
		3. Does the supplier organization have an effective structured system for solving problems? For new programs/products does this include detailed reviews of historical information on defects and potential defects? i.e., "lessons learned"	3						n/r	
		4. Is there a process for tracking the success of the problem solving procedure?	2						n/r	
	7.) **Process Control**	1. Are the supplier's production processes developed utilizing prevention methodologies such as Process Flow Charting and FMEA's to define and initiate action plans for reducing risks?	3						n/r	
		1a. Are PFD, PFMEA, Control Plan, and WI's understood to be living documents & updated appropriately(including findings from FTQ and customer returns), and consistent with elements of the ISO standard and APQP?	3						n/r	
		1b. Do process documents (PFD, PFMEA, CP, WI's) correlate and agree with each other?	2						n/r	
		1c. Are work instructions readily accessible to the operators?	2						n/r	
		1d. Is there an appropriate product and/or lot traceability and identification process in place so as to prevent mixing of product and prevent inadvertent use or shipping of nonconforming product?	3						n/r	
		1e. Are storage locations adequately sized, clearly defined, and labeled?	2						n/r	
		2. Is there an effective system to notify, validate, approve, and track changes to the production process?	3						n/r	
		3. Are production processes effectively controlled utilizing data gathering and analysis, reviewing the correlation between product quality and the appropriate process parameter control? (DOE, SPC, Poke-Yoke, Regression Analysis etc.)	2						n/r	
		4. Are process capabilities tracked and improved for key characteristics, including appropriately managing processes where Conditional Approval (correct findings to become Acceptable) capability may exist? Does this include formal qualification of equipment/processes to meet the desired manufacturing capability well in advance	3						n/r	
	8.) **Inspection & Test**	1. Is the inspection and test equipment adequate for the products produced?	3						n/r	
		1a. Where appropriate, does the supplier store inspection and test equipment so as to protect it against damage?	3						n/r	
		2. Does the supplier verify set-ups, and changeovers prior to production and following major maintenance/shut downs, including functional testing when applicable?	2						n/r	
		3. Are the supplier's finished product quality audits/inspections adequately aligned and reviewed against both internal and external (customer) issues to ensure product integrity of shipped product? (review rejection trends with inspection data)	2						n/r	
	9.) **Facilities**	1. Is there an effective Preventative Maintenance program for processes, machinery, and equipment, including metrics to determine its effectiveness? (Review repeat issues, down time, scheduled vs. unscheduled activity) Does the system include maintenance and control of dies, fixtures, and tools used in production?	3						n/r	

		2. Is the manufacturing facility layout periodically evaluated for effectiveness of current and future product? Does a review of Work flow, Ergonomics, FIFO Inventory/KanBan, Quick Access to key Support Services support it is effective?	2						n/r	
	10.) Calibration	1. Is there an effective system for maintenance and control of measuring systems, gages, and tools to ensure gage accuracy is known throughout the production timeframe?	3						n/r	
		2. Does the supplier have records of gage capability analysis and evidence of action taken if/when out-of-calibration conditions are suspected?	2						n/r	
		2a. Are inspection and test equipment certified and calibrated at scheduled intervals?	3						n/r	
		2b. How is the schedule determined?	1						n/r	
		2c. Does the supplier have a "dropped guage" process?	2						n/r	
	11.) Storage	1. Do systems exist to prevent product damage and assure material integrity?	2						n/r	
		2. Are storage and inventory management systems adequate? (consider shelf life, FI/FO)	1						n/r	
	12.) Environment, Health, and Safety	1. Does the supplier have a third party certified management system for EHS? (e.g. ISO14001 and/or OHSAS18001); (1,3, 5) (Review Supplementary Guidelines worksheet for scoring instructions)	3						n/r	
		2. Does the supplier have a documented EHS policy with a commitment to regulatory compliance, continuous improvement, and pollution prevention? (1.3,5)	3						n/r	
		3. Does the supplier have its key EHS risks and impacts documented? (1,3,5)	3						n/r	
		4. Does the supplier have documented plans and operating procedures to address identified risks and impacts? (1,3,5)	3						n/r	
		5. Does the supplier have a documented emergency response plan? Y (score 5), N (score 1)	3						n/r	
		6. Is the supplier an EHS "High Risk" supplier? Y (score 1), N (score 5)	3						n/r	

Weighting:	*Rating:	Final Scoring	Total Points	0
3- Critical	5 - Evidence validates deployment of a systematic process, resulting in continuous capability improvement. World class; industry leading innovation and results.	70% > - Acceptable		
2- Important	4 - Evidence validates consistent deployment of a systematic process, resulting in exceeding business expectations.	60 - 69% - Conditional Approval (correct findings to become Acceptable) (see note)		
1- Preferred	3 - Evidence validates early stages of deployment or minor lapses of compliance.	< 60% - Unacceptable		
	2 - Evidence of random / incomplete deployment, process improvements required to validate processes.			
	1 - No evidence of deployment of a systematic process.			

Quality % Score:

Scaled Performance Rating **Quality % Score:**	Invalid	

Note: MES, Inc will only consider suppliers scoring greater than 60%. These scores are used as part of a total sourcing process that may additionally consist of an initial supplier profile, risk analysis, process audit, and qualification of supplied product or services. Scores lower than 70% overall or rated unsatisfactory (<3) on any individual element must be required to submit a formal response and corrective action plan addressing any inadequacies.

Strengths

Areas for Improvement

EHS Score:

	Total Possible Points Score EHS	EHS Score
EHS Point Score from S-QSA	90	0
Final Scoring		
70% > - Acceptable		
60 - 69% - Conditional Approval (correct findings to become Acceptable)		
< 60% - Unacceptable		
Final EHS Percentage Score		0%