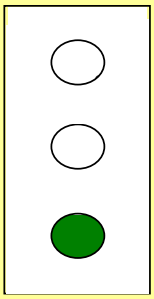
Supplier Self Assessment (Short Form)

Supplier:	
Supplier No.:	
Location of production:	
Part Description:	
Part Number(s)	
Date:	
Name:	

White fields have to be completed !



	RED
	YELLOW
X	GREEN

Mark with "X"

Avg. Score: **#DIV/0!**

Evaluation key 1. No Compliance 2. Major deviations 3. Minor deviations 4. Full compliance	Evaluation				Comment
	1	2	3	4	
Product Development					
Are the customer specifications available?					
Is the Control Plan, FMEA, Flow Chart available?					
Is the process FMEA updated when corrective actions occur or changes are made to the process?					
Suppliers					
Are only approved suppliers used?					
Are suppliers performance monitored?					
Are the stock levels of supplied materials matched to production needs?					
Is the stock delivery and storage according to their purpose, and is FIFO practiced?					
Is there an incoming receiving procedure?					
Personnel / Qualification					
Are the employees given responsibility and authority for the monitoring of the product / process quality?					
Are the employees given responsibility and authority for the monitoring of production equipment and environment?					
Are the employees suitable to perform the required tasks and is their qualification maintained?					
Is there visible evidence of employee motivation?					
Production Materials / Equipment					
Can the quality requirements be monitored effectively during serial production with the implemented inspection, measuring and test equipment?					

Evaluation key 1. No Compliance 2. Major deviations 3. Minor deviations 4. Full compliance	Evaluation				Comment
	1	2	3	4	
Are the work and inspection stations appropriate to the needs?					
Is an approval for production starts issued and are adjustments details, as well as deviations recorded?					
Are work instructions posted at the work center and do they follow the control plan?					
Is there a PM plan present and is it followed?					
Is there a critical spare part listing and are these parts available?					
Transport / Parts Handling / Storage / Packaging					
Are the products / components appropriately stored and are the transport means / packaging equipment tuned to the special properties of the product /components					
Are rejects, rework and adjustment parts, as well as internal residues strictly separated and identified?					
Is the material and parts flow secured against mix ups/ exchanges by mistake and traceability guaranteed?					
Are tools, equipment and inspection measuring and test equipment stored correctly?					
Are the gages used for measuring and monitoring set up in a calibration system?					
Fault analysis / Correction / Continual Improvement					
Are the quality and process data recorded complete and ready to be evaluated?					
Are the quality and process data statistically analyzed and are improvement programs derived from this?					
Are the causes of product and process nonconformities analyzed and the corrective actions checked for their effectiveness?					
Are process and products regularly audited?					
Are the target parameters available for the product and process and is their compliance monitored?					
General:					
Is there a contingency plan available?					
Is the supplier certified to a standard?					