

Supplier Name:			"0" = No Documented System and No Compliance; "1" = No Documented System but Compliance; "2" = Documented System and Partial Compliance; "3" = Documented System and Full Compliance	Enter N/A if Not Applicable
Part Number:			Date:	
Section	Questions	Comments	Score	Risk
1	APQP	Is there a documented APQP plan generated and followed for product development and launch?		High
		<i>Total for Segment</i>		Low
2	PPAP	Is the AIAG format followed for PPAP submission?, Does it Comply		High
		<i>Total for Segment</i>		Low
3	FMEA	Reviewed and updated following Internal/External Quality concerns?		High
		Identifies Receiving, In-Process, Labeling, and Shipping concerns?		High
		Lists product and process significant/critical characteristics?		High
		Lists part number and revision date?		High
		Is approved by management?		High
		Is created using a cross-functional team?		High
	<i>Total for Segment</i>		Low	
4	Process Flow	Reflects current process flow and lists significant/critical characteristics?		High
		Is approved by management?		High
		Has the latest part number and revision on it?		High
		<i>Total for Segment</i>		Low
5	Control Plan	Lists product and process significant/critical characteristics?		High
		Lists the latest part number and revision date?		High
		Is approved by management?		High
		Reviewed and updated following Quality concerns?		High
		Follows AIAG format?		High
		A Control Plan is available for all phases (i.e.. Prototype, Pre-Launch, Production)?		High
	<i>Total for Segment</i>		Low	
6	SPC/Process Capability	Cp and CPK values meet requirements (CP/CPK 1.33, PP/PPK 1.67)?		High
		SPC data on significant process characteristics?		High
		SPC data is analyzed for continuous improvement items.		High
		Are SPC charts real time or is the data being logged by the operator and charted later? Real=3/late=2		High
		Is there evidence that SPC is benefiting the operation?		High
		Are the operators filling in the SPC charts?		High
		Proper documentation on SPC charts (Reaction to out-of control conditions, Tool changes, etc..)?		High
	<i>Total for Segment</i>		Low	
7	Material Control	Do the capabilities exist on-site , to receive electronic releases from the customer?		High
		Is there an electronic system in place to track and maintain inventory levels?		High
		<i>Total for Segment</i>		Low
8	Training	Is there a formal training program that includes training other than on the job training?		High
		Is a training matrix available to the supervisor and team for every job on the line and gaging?		High
		Are documented training records available?		High
		Are operators cross-trained in multiple job functions?		High
		<i>Total for Segment</i>		Low
9	Non-Conforming Material	Is material in the quarantine area properly identified and logged out of the WIP/Finished Goods?		High
		Is there a scrap/rework procedure and is it being followed (includes how to, who does, process)?		High
		Are there appropriately marked containers for scrap/rework/partials?		High
		Is internal scrap/rework monitored? How (costs, pieces)?		High
		Are scrap reduction improvement plans available?		High
	<i>Total for Segment</i>		Low	

	Section	Questions	Comments	Score	Risk
10	Preventive/ Predictive Maintenance	Is there a maintenance schedule available for tooling and equipment?		Yellow	High
		Are there records of maintenance performed?			High
		Is a spare parts list available?			High
		Are tools inspected after use?			High
		Are tools and equipment stored properly to prevent damage?			High
		Are tools and equipment identified properly?			High
		Are reasons for equipment downtime monitored?			High
		Total for Segment			
11	Incoming Inspection	Is Incoming inspection performed?. To a sampling plan?.		Yellow	High
		Is there criteria to reduce and eliminate incoming inspection?.			High
		What method of inspection is utilized?. (i.e. visual, gages, measurements, etc.)			High
		Total for Segment			
12	First/Last Piece/ Set-up Inspection	Is there a procedure for first/last piece inspection and is it being followed?		Yellow	High
		Is the operation cleared of all set-up pieces prior to the start of production?			High
		Who has the authority to approve a set-up? (Enter job title. If job title is entered score equals 3)			High
		Are the set-up parameters documented?			High
		Are the last off pieces analyzed to determine tool wear?			High
		Are set-up sheets available for each job and where are they kept?			High
		Total for Segment			
13	Gaging	Are proper gages available to measure the product accurately (Fit & Finish targeting nominal)?		Yellow	High
		Are variable gages available for applicable dimensions?			High
		Is there a gage calibration system available for all gages?			High
		Are gage calibrations done in a controlled atmosphere?			High
		Are all gage calibrations current?			High
		Are gage R&R studies conducted on a regular basis?			High
		Are gage usage instructions available for all gaging?			High
		Are gages stored properly to prevent damage and contamination?			High
		Are gage calibration instructions available?			High
		Does site have layout capabilities (i.e.. CMM, Surface Plate, Comparator)?			High
		Total for Segment			
14	Operator Instructions	Are operator instructions available at all operations for the job being run?		Yellow	High
		Are boundary samples/visual aids available and to the current production level?			High
		Are the operator instructions being followed?			High
		Are gaging and non-conforming material disposition part of the operator instructions?			High
		Do the operator instructions reference the part name, part number, and part revision?			High
		Total for Segment			
15	Testing Capabilities	Are testing facilities available?		Yellow	High
		What type of testing is done?			High
		What type of accreditations exist (ISO/IEC 17025 or national equivalent)			High
		Total for Segment			
16	In-process Checks	Are in-process checks conducted?		Yellow	High
		Are in-process checks documented and coincide with the control plan requirements?			High
		Who does the checks (QC/Operator)? (Enter job title. If job title is entered score equals 3)			High
		What type/s of error proofing (Poka-Yoke) are used (operation by operation)?			High
		Is error proofing verified (Boundary Samples) and are verification checks documented?			High
		Total for Segment			

	Section	Questions	Comments	Score	Risk
17	Corrective/ Preventive Action	Is there a customer complaint log?		Yellow	High
		Is the 8-D problem solving method used?			High
		Is a cross functional problem solving team used?			High
		Are preventive actions documented?			High
		Is the effectiveness of the corrective action documented (scrap report, PPM report)?			High
		Total for Segment			Low
18	Subcontractor Control	Is there an approved supplier list? How are suppliers approved for the list?		Yellow	High
		is supplier performance monitored (PPM, DMN, 8-D, Delivery)? Is there an SQA function?			High
		Are material certifications available and verified? How verified?			High
		Are SPC and capability reports available from suppliers?			High
		Are sub-supplier's PPAPs available and current?			High
		Total for Segment			Low
19	Audits	Is a final/dock audit conducted?		Yellow	High
		Who is responsible for conducting the audits? (Enter job title. If job title is entered score equals 3)			High
		Are the frequencies of the audits adequate?			High
			Total for Segment		
20	Shipping/ Storage/ Handling	Is the method of stock rotation FIFO?		Yellow	High
		Is stock being protected from the elements?			High
		Is stock traceable to the raw materials?			High
		Are there unlabeled containers in the Finished Goods?			High
		Are packaging instructions available?			High
		Total for Segment			Low
21	Packaging/ Labeling/ Traceability	Are partial containers clearly marked as "partials"?		Yellow	High
		Are partial containers kept in a secured area?			High
		Are left and right hand or similar parts separated by a physical barrier in the work cell and in storage?			High
		Does the labeling meet AIAG requirements and include the part number?			High
		Is bar code technology used to ensure a part to label match?			High
		Are old labels removed from containers prior to moving them into the work cell?			High
		Are labels preprinted or printed one at a time?			High
		Do multiple people print labels?			High
At the completion of a job what happens to old labels?		High			
		Total for Segment			Low
22	Manufacturing Processing	Does the source utilize any type of cell manufacturing? (Answer yes or no in the next column)		Yellow	High
		Is "Quick Change" ability (molds, stamping dies) available & utilized?			High
		Does the source have the ability to perform secondary operations, (machining, finishing, painting)?			High
		Is this a new manufacturing site and/or process? (Answer yes or no in the next column)			High
		Total for Segment			Low
23	Computer Aided Engineering	Does the source have the capability for providing CAD design and engineering?		Yellow	High
		List type of CAD. Example (i.e. IDEAS, CATIA, SDRC, UNIG...)			High
					High
		Total for Segment			Low
24	Housekeeping	Is the overall appearance of the facility clean and organized?. (floor, work areas, material zones, trash, etc.)		Yellow	High
			Total for Segment		

