



Supplier Assessment Checklist

Supplier Name : _____
 Contact : _____
 Phone : _____ Email Address : _____

Audit Date : _____
 Audited by: _____
 Fax : _____

Category	Assessment Items	5	4	3	2	1	Score	Ave.
Safety	Are proper protective equipment (PPE) used ?	Wherever required		Partial		No		
	Are proper safety labels being utilized ? (aisle ways, extinguishers, hazard warnings, etc)	Wherever required		Partial		Minimal		
	Are work area clean, organized and free from hazards ?	5S practice		Partial		Minimal		
	Are employees demonstrate safety mindset ?	Fully practice		Pockets of awareness		Not a focus		
Mgmt.	Is the organization's vision / mission communicated to visitors and employees ?	Clear/visible/frequent		Posted in the lobby		Not visible		
	Is there daily review of operations ?	Review current		Review not updated		No review		
	Is there real time reporting and review by management ?	Multiple daily review		Inconsistent review		Reactive review		
	Is there a continuous improvement programs ?	Formal facility wide		Informal / limited		No program		
Cost	Is there evidence management is willing to listen to employees ?	Actively solicits & acts on ideas		Inconsistence response		Not evident		
	Does supplier track key cost performance indicators ? (production / operation)	All identified		Some		None		
	Are cost KPI targets established and visible to employees ?	All identified		Some		None		
	How frequently are key cost KPI's reviewed by management ? / with employees ?	Daily		Weekly		Monthly		
Design Capability	Does supplier have engineering group responsible for design ?	Fully implemented		Partial management		No evidence		
	What is the level of the suppliers design responsibility ?	Total responsibility		Assembly only		Component only		
	Does the suppliers have adequate test capability to do design validation testing ?	Full in house		Outsource		None		
	Does the supplier develop DFMEA 's and do design review with manufacturing ?	Both		DFMEA only		None		
APQP	Does the supplier have engineering group responsible for design ?	Full time		Part time		None		
	Is there evidence of a structured project management system ?	Fully implemented		Partially utilized		No system		
	Are there formal project team utilized ?	Cross functional		Independent function		Single responsibility		
	Does the project management process identify milestone ?	Yes & fully current		Exist but not current		No tracking		
	Does the process include timely & updated reviews of design records, customer input ECR's etc..	Yes & fully current		Exist but not current		Partially / not current		
Change Mgmt.	Does the project management process include sub-supplier management ?	Fully managed		Partial management		No evidence		
	Is there evidence of lessons learned & result implementation organization wide ?	Highly evident		Partial evidence		No evidence		
	Does the supplier notify & obtain customer approval of all changes prior to implementation ?	Every change		Form, fit & function only		Never		
Logistics Packaging	Is there evidence of an engineering change management system ?	Exist & tracked		Some		No evidence		
	Do the personnel on the manufacturing floor have access to the latest drawing & related specifications ?	Full access		By request		No		
	Is there sufficient room in shipping / receiving ?	Specific staging		No staging standard		Inadequate		
	Is there a process to verify material received meets all requirements & specifications ?	Periodic actual		Material cert only		Packing list only		
	Is there designated storage areas for raw materials, tooling & component parts ? ID, protection, etc. Is the area insured ?	P/N specific labeling		Random identification		Inadequate		
	Do all storage areas show evidence of good inventory management ? FIFO, Traceability	Clear FIFO / traceability		Poor FIFO / traceability		No system		
Logistics Packaging	Are parts packaged adequately for both storage and/or shipment ?	Both robust		Needs improvement		Inadequate		
	How is material conveyed to production ?	Kanban driven / pull		Traditional push		Haphazard		
	Are material routings & flow between processes clearly identified & smooth ?	Smooth flow		Poor triggers		Congested		

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Process	Are there standard work / job instructions ?	Clear / posted / followed		Not clear		Not evident		
	Does supplier conduct layered audits on his processes ?	Regular schedule		Infrequent		Not evident		
	Are process set-up sheet used and do they match the process ?	Clear / posted / followed		Available but not consistently posted		Not evident		
	Are any visual aid utilized to enhance process flow / step understanding ?	Consistently used		Some process		Reactive only		
	Are all operators properly trained ?	Trained & documented		Single process only		Unclear or none		
	Is preventive / predictive maintenance utilized ?	Active predictive maintenance		Active preventive maintenance		No schedule		
Quality	Are PPM tracked, monitored and action itemed for improvement ?	Tracked, target met		Tracked, target missed		Not tracked		
	Is scrap tracked, monitored and action itemed for improvement ?	Steady reduction		Inconsistent performance		Not tracked		
	Are customer corrective actions implemented & responded in a timely manner ?	C/A verified		C/A implemented		Ineffective		
	Are PFMEA's completed adequately & high RPN's addressed ?	Active RPN reduction		High RPN partially address		Not address		
	Are control plan actions & frequencies adequate for part complexity ?	Robust plan		Needs improvement		Ineffective		
	Are measurement techniques adequate & calibration current ?	Robust & current		Not totally current		Ineffective		
	Are third party calibration source ISO 17025 used & certified ?	All certified		Some are certified		No certification		
	Are critical and / or significant characteristics documented and capable ?	Analyzed for improvement		Documented / not all capable		No analysis		
	Does the supplier have an active process controlling Tier 2 Quality ?	Proactive management		Reactive involvement		Receiving only		
People	Does an employee handbook exist ?	Min. annual review		Yes, but not updated		No		
	Is there a formal training program for employees ?	Active plan in place		Informal		No		
	Are there any communication and participation programs ?	Active plan in place		Informal		No		
Special Process	Does supplier special processes audited? (CQ1-11, CQ1-12 etc) ?	All Special process audited		Some special process audited		None		

Assessment Result:

Overall score < 2 = Rejected

Overall score ≥ 2 < 4 = Conditionally Approved (Corrective action required - No single score below 2)

Overall score ≥ 4 = Approved (No single score below 2)

Please return filled-up copy to the attention of :

James Chua – Customer Liaison Manager

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Phone: 416-293-3855 ext 349