Scope of questionnaire - The intent of this self-evaluation questionnaire is to provide the our organization with information useful for making an initial assessment about business viability and reducing sourcing risks.

Supplier Name:			**Plant/Equipment Manager:**		**Audit Date:**	
Supplier Location:			**Quality Manager:**		**Auditor Name:**	
			0 - Does not comply or meet requirements	1 - Does not meet expectations, major improvement required	2 - Does not meet expectations, minor improvement required	3 - Meets expectations and complies with requirements
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
	Manufacturing					
1	Tooling: Is it at mass production level and in its mass production location?	3				
2	Are production tooling identified and in their proper location?	3				
3	Equipment: Is it at mass production level and in its mass production location?	3				
4	Work post conditions: Are the equipment & tooling in good working condition and is there adequate lighting?	3				
5	Final Packaging: Is the process using approved, returnable packaging for the part? Or approved expendables?	3				
6	Internal Packaging: Is the internal boxing specifications available? Are the boxes available?	3				
7	Are the proper drawings and specifications being used in production and inspection?	3				
8	Are documented instructions, methods, and procedures available to both manufacturing and inspection personnel, and are both held accountable for quality?	3				
9	Are in-process inspection and testing results recorded?	3				
10	Are parts properly identified throughout the manufacturing process?	3				
11	Is the manufacturing area maintained in an orderly and functional manner?	3				
12	Is there a formal periodic maintenance program in place?	3				
13	Are finished parts properly stored to prevent damage or deterioration?	3				
14	Are shop routing, or process sheets, and/or inspection instructions used during the manufacturing process?	3				
15	Are written procedures for qualifications of special processes, equipment and personnel, documented?	2				
	Receiving Inspection					
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
1	Are raw materials and purchased component parts inspected upon receipt to verify conformance to specifications?	2				
2	Are there documented and approved instructions provided for controlling incoming receiving inspection methods and procedures?	3				
3	Are the inspection and test equipment available for incoming receiving inspection sufficient for performing the required tasks?	3				
4	Do you have an Approved Suppliers List?	2				
5	Do you have a method for tracking supplier quality?	2				
	Quality System					
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
1	Do you have a quality system manual? If Yes, please e-mail an uncontrolled copy of your manual with this Survey	3				
2	Is your quality manual approved by management?	3				
3	Is it certified? If Yes, please e-mail or fax an uncontrolled copy of your Certifications with this Survey	3				
4	Is the quality manual available to all employees and interested parties?	3				
5	Are quality procedures incorporated as part of the quality manual?	3				
6	Do you have a Standard Operating Procedure Manual (SOP)?	3				
7	Do you have a procedure for initiating quality plans?	3				
8	Are contracts reviewed by Quality for quality planning?	3				
9	Do you have procedures for planning and conducting internal audits?	3				
10	Does the procedure specify training and competency levels for auditors?	3				
11	Do you perform follow up inspections on corrective actions to determine effectiveness?	3				
	Inspection, Measurement and Testing Equipment					
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
1	Do you have a calibration system implemented? If Yes, please forward an uncontrolled copy of your Calibration Procedure and Log.	3				
2	Is your calibration system defined by a documented procedure?	2				
3	Are your Measuring Equipment (ME) and your inspection, measuring and test equipment (IMTE) in current calibration?	3				
4	Is calibration undertaken by personnel within your company?	2				
5	Is your measuring equipment calibrated by and outside calibration lab?	1				
	Control of Nonconforming Products					
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
1	Do the operators know how to handle non-conforming parts?	3				
2	Is there a clearly defined holding area for non-conforming materials where they are kept segregated until disposition can be formally determined?	3				
3	Are rejections from receiving inspection, in-process, final inspection, or customers properly communicated to those responsible for corrective action?	3				
4	Is there an effective system for developing corrective actions?	3				
5	Do you have a formal Materials Review Board?	3				

6	Are there written procedures for controlling non-conforming materials?	1				
7	Are written procedures for the repair, rework and disposition of non-conforming materials?	2				
	Production Process					
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
1	Risk Assessment: Have both equipment and work environment risk analysis been performed? Is there any important issue still unsolved?	1				
2	Process: Is the process the same as what was planned for mass production according to the process plan (name, sequence and location of process)?	3				
3	Work Instructions: Do the operators have and follow standard work/written work instructions that allow them to make a good part?	3				
4	Designated Areas: Does the process have a clearly marked area or holder for designated parts awaiting disposition, suspect (retention), defective and reworked parts? Scrap/Rework: Are scrap/rework bins clearly labelled and easily located?	3				
5	Defective parts procedure: Do the operators have clear instructions telling them what to do with defective parts? (communication, disposition...)	2				
6	Process Control: Does the operator have a method to track process control parameters? (if applicable)	3				
7	Product identification/labelling: Is all required info indicated on the kanban/identification/label? Is the information accurate? Is there a risk of associating the wrong identification/labels? Is there a backup procedure for the identification when a major breakdown occurs?	2				
8	ID Sheets: Is all required info indicated on the ID sheet? Is the information accurate? Is the ID sheet number on the part correct, if applicable?	3				
9	FIFO: Clearly identified, functional & all accessories in place? Is there a FIFO for components / raw materials?	3				
10	Parts & Material storage condition & time: Is the storage condition and time respected?	3				
11	Parts at previous level: Is there a plan to rework, dispose of or ship parts at the previous engineering level? Is there a risk of mixing parts at two different engineering levels?	3				
	Inspections					
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
1	Do you have inspection procedures and are the inspection functions and activities identified?	2				
2	Is a document system maintained for evaluation of supplier performance?	1				
3	Are copies of purchase orders, drawings, and specifications available to receiving inspection?	3				
4	Is unauthorized use of material pending acceptance by receiving inspection prevented?	3				
5	Are inspection and testing procedures in document form?	3				
6	Are "first article" inspection results recorded and available on request?	3				
7	Are "in-process" inspection results recorded and available on request?	3				
8	Are final inspection results recorded and available on request?	3				
9	Have the inspectors been trained and certified? If Yes, please e-mail or fax an uncontrolled copy of your employee certification requirements.	3				
10	Are records of non-destructive examinations maintained?	3				