Self Survey

PRODUCTION MATERIAL SUPPLIER SYSTEM EVALUATION

Approved:_____ **By:** _____ **Date:** _____ **Not Approved:** _____ **By:** _____

SUPPLIER: **PRODUCT DESCRIPTION:**

ADDRESS: **ORIGINAL SOURCING:**

CITY/STATE/ZIP: **QUALITY INDEX:**

INITIAL: **CURRENT MONTH:**

SUPPLIER CONTACT:

RESURVEY: **YEAR TO DATE:**

TELEPHONE: **CORRECTIVE ACTION REQUIRED:** **YES** **NO**

CORRECTIVE ACTION FOLLOW-UP DATE:

Excellent	MEETS REQUIREMENTS WITH SOME	96 - 100%
Adequate	OPPORTUNITIES FOR IMPROVEMENT MEETS MINIMAL REQUIREMENTS	90-95%
Marginal	MUST HAVE CORRECTIVE ACTIONS AND Q Mgr sign off required to proceed.	84 - 89%
Unacceptable	Do Not Pass - Reconsidered at later date	Below 84%

Scoring: Please read carefully.

3 - Company meets or exceeds requirements: comments and/or explaination for each question.
2 - Company has minor limitations to implementation or not fully documented (Explaination required)
1 - Either lack of procedure documentation or not fully implemented. (Explaination required)
0 - Subject not addressed. (Explaination required)

Note: Questions designated with ** must receive a score of 3 or Written Corrective Action will be required with possible onsite verification by All State Fastener Quality. All other questions scored with 1 or 0 require Written Corrective Action.

Note: If this is a self-survey, then the supplier must add supporting comments following each score given.

COMMENTS

ISO Certifications: _____ **Expires:** _____

Evaluator's Signature **Supplier Signature** **Date**

MANAGEMENT

1** **Is there a documented Quality System including Quality Manual, Procedures, and Work Instructions that meet ISO/TS 16949 or ISO 9001-2008 Requirements and are they understood throughout the organization?**

	Score:

2** **Is there an Organizational Chart defining responsibilities and authority to make necessary improvements effecting Quality and control non-conformities? Can a current copy by produced?**

	Score:

3 **Is there a controlled documented Business Plan with long and short-term goals and communicated throughout the organization? Was benchmarking and competitive products used to establish the goals?**

	Score:

4** **Does the company operate on a "Zero Defect Philosophy"?**

	Score:

5** **Does the Management Team periodically review the effectiveness of the Quality System? Are these reviews documented and cover all elements of the Quality System?**

	Score:

6 **Is there a Company Policy Statement on Continuous Improvement, which covers Quality, Cost and Technology? Are Performance Measurable (s) the driving factor? (Q O S) Do trends meet Business Objectives?**

	Score:

7** **How does the Management Team Measure Customer Satisfaction?**

	Score:

8 **Is there a program for Employee Motivation? How is it measured?**

	Score:

9 **Do the people responsible for Quality have the authority to stop an operation to correct Quality Problems?**

	Score:

10** **Are all shifts staged with trained people that support Quality?**

	Score:

11 **Does the supplier have a process for promoting quality awareness at all levels of the company?**

	Score:

12 **Does the supplier's policies and practices address due care regarding safety and a means to minimize potential risk to employee, customers, users and the environment?**

	Score:

13** **What is the supplier's customer rejection performance? Score <50 PPM = 0-pts., 51 - 100PPM =.5pts., 101 - 150PPM = 1pts., 150 - 199PPM = 2pts., 200>PPM = 3pts.**

	Score:

14** **Is First Run Capacity measured? Do you utilize corrective actions when required?**

	Score:

15** **Is there a documented Cost Improvement Program in place? Has the supplier met or are they willing to meet ASF's Cost Saving Requirement?**

	Score:

16** **Is there a documented employee training program in place? Has a Training Matrix been developed? Are there records showing the training received?**

	Score:

17** **Is Advanced Quality Planning practiced on new or changed products, processes, and/or specifications? Are Flow Diagram, FEMA's, Control Plans, Feasibility Reviews and Time Lines used as required?**

	Score:

18** **Is there a Floor Plan showing ergonomic flow and placement of Equipment?**

	Score:

19** **Does the supplier have a documented system for RFQ / contract Review?**

	Score:

20** **Does the supplier have a documented system for capacity planning / scheduling?**

	Score:

21** **Are State and Federal O.S.H.A. Requirements recognized and enforced for both product and Process and is the plant clean? U.S. suppliers only.**

	Score:

TOTAL POINT MANAGEMENT SECTION	

STATISTICAL METHOD

1** **Are process potential studies performed on new products and processes? Is a minimum CPk value of 1.67 required for all significant characteristics (PPk>= 1.33) production release?**

	Score:

2** **Is the STATISTICAL Process Control (SPC) in use during processing? Who performs the SPC checks and does the plotting?**

	Score:

3** **Is there a written procedure for out of control conditions? Does it include the shutting down of the process? Are processes re-verified prior to production being restarted?**

	Score:

4** **Are special characteristics identified and statistically capable to a CPk if 1.67>?**

	Score:

5** **Is statical data analyzed and the necessary actions taken to improve the equipment or process when the outcome has been found to be incapable?**

	Score:

Total Points Statistical Method Section | |

PURCHASED METHOD

1** **How are suppliers chosen? Are suppliers selected on their ability to meet quality system requirements?**

	Score:

2** **Are the suppliers and their performance monitored for quality? How are the suppliers notified of their performance?**

	Score:

3 **Are the suppliers encouraged to meet ISO/TS 16949 Requirements? How is this verified?**

	Score:

4** **Is received material tested and audited upon receipt? Are records maintained and available?**

	Score:

5 **Are material certifications verified? Is material sent to an outside lab for material analysis? How often? Is this lab certified?**

	Score:

6** **Are suppliers encouraged to perform "root cause" analysis on non-conforming material? Are records available to verify this?**

	Score:

7** **Is incoming material segregated prior to being accepted for production? How is non-conforming material kept separate from acceptable material?**

	Score:

8** **Are there procedures in place to handle Customer Supplied Products as required?**

	Score:

Total points Purchased Material Section

SPECIFICATION AND PRINT CHANGE CONTROL

1** **Is there an effective system in place for Document Control, which will assure that all drawings and specifications are up to date? Are they reviewed and approved prior to issue?**

	Score:

2** **Is there a master list showing the revision level of each document?**

	Score:

3** **How are the latest prints and specifications issued to the production floor? Who is responsible to see that this is done?**

	Score:

4. **What is done with obsolete prints and specs?**

	Score:

5** **Do changes to prints and specifications require a written authorization from the customer? Is the PPAP System properly used and records keep on file?**

	Score:

6 **Are customers product/process deviation approvals tracked in a method that assures adherence to the deviation? Does the tracking me5thod assure that authorized quantity levels and/or approved dates are not exceeded?**

	Score:

TOTAL POINTS SPECIFICATION AND PRINT CHANGE CONTROL SECTION	

IN PROCESS CONTROL

1** **Are written operator and inspection instructions in place and being followed? Are visual aids used when applicable? What procedure is followed to assure that these are kept up to date?**

	Score:

2 **Are written set-up instructions in place and being followed? Are visual aids used when applicable? What procedure is followed to assure that these are kept up to date?**

	Score:

3** **Are set-up and/or first piece inspections performed prior to starting production? Are records and/or samples retained? For how long?**

	Score:

4** **Are in process inspection audits performed? Are the proper gages and equipment being used per the instruction? Are records available to verify this?**

	Score:

5 **How is non-conforming material identified? Are visual aids or sample parts used to distinguish good parts from defective parts for visual criteria?**

	Score:

6** **How is non-conforming material segregated? Is there a reaction plan listed on the Control Plan? Is it subject to re-inspection by someone other than the repairperson prior to being shipped? Are records available to verify this?**

	Score:

7** **Is there a proper recall system in place in case non-conforming material is shipped?**

	Score:

8** **Is there a system to properly identify the status of all materials?**

	Score:

9** **Is there an adequate Tool Control Program in place? Are ASF or other customer owned tools and dies marked and identified?**

	Score:

10 **Does the supplier have contingency plans for utility interruption, labor shortages, etc?**

	Score:

11 **Are processes controlled to the same level or above as they were approved at PPAP?**

	Score:

12 **Are written instructions and/or visual aids available for packaging prior to shipment at the point of the packaging operation?**

	Score:

13 **Are error and mistake proofs validated at regularly scheduled intervals? If so, are the intervals frequent enough to ensure no product will be shipped between validations?**

	Score:

14 **If an error or mistake proof is found not to be working, is there a reaction plan on the control plan that ensures all product produced since the last verification is segregated and checked prior to any shipment?**

	Score:

TOTAL POINTS IN PROCESS CONTROL SECTION

MEASUREMENT AND TEST EQUIPMENT

1** **Are gages and test equipment verified prior to being placed on the production floor? Are records available?**

	Score:

2** **Is there a documented procedure for the control and calibration of gages and test equipment? Do records indicate that the required frequencies are maintained? Are the masters traceable to a national standard? (I.e.: The National Institute of Science and Technology (NIST) in the US?)**

	Score:

3 **Are trained personnel used in making judgments as to calibration and testing?**

	Score:

4** **Are environmental conditions controlled (as appropriate) in the laboratory and gage storage area?**

	Score:

5 **Are accredited laboratories used for outside testing and calibration (I.e.: A2LA, ISO/TEC 17025 or equivalent)?**

	Score:

6 **Is there a documented procedure available which dictates the performance of gage repeatability and productivity, bias, linearity and stability studies? Per AIAG MSA guidelines.**

	Score:

7 **Are records available that indicate that all gages have had an acceptable R & R study done on them? How often are they updated? Who takes the measurement for the studies?**

	Score:

TOTAL POINT MEASUREMENT AND TEST EQUIPMENT SECTION

FINAL AUDIT

1** **Is there a documented procedure for the auditing of material prior to shipping? Are written instructions available and used including audit results?**

	Score:

2** **Are Annual Layout records available for each part number as documented in the control plan?**

	Score:

3** **Does the supplier have a lot tractability system in place? Does it trace material back to the purchased material?**

	Score:

4** **Is non-conforming material kept segregated from acceptable material? Is it subject to re-inspection by someone other than the repair personnel prior to shipping/**

	Score:

5** **Are packaging and shipping labels audited prior to shipping?**

	Score:

TOTAL POINTS FINAL AUDIT SECTION

PROBLEM AMD RETURNED GOODS REPORTING

1 **Are proper Problem Solving Methods used which incorporates Error / Mistake Proofing Methods?**

	Score:

2** **Is there a documented procedure for the review and analysis of returned material? Who is involved in the analysis? Are the production people involved?**

	Score:

3** **Do records indicate that problems are traced to their "root cause" and that effective corrective actions are implemented? Who is involved in the "root cause" analysis?**

	Score:

4 **Does the supplier have personnel with formal "root cause" training? If so, what type of training is it? Are those individuals part of the "root cause" analysis references in question #3?**

	Score:

5 **Are the production people kept aware of the customer's perception of their product quality? How is this done?**

	Score:

TOTAL POINTS PROBLEM AND RETURNED GOODS REPORTING SECTION	

DELIVERY

1 **Does the supplier track both their own and their sub contractor's performance in regard to on-time delivery and premium freight?**

	Score:

2 **Are the appropriate Corrective Action taken when their delivery performance is not 100%?**

	Score:

3 **Does the supplier provide written Corrective Action to its customers for late deliveries? Do the Corrective Actions incorporate the problem solving tools outline in the PROBLEM AND RETURNED GOODS REPORTING sections?**

	Score:

4** **Is a bar code system used in shipping to check labels and quantities?**

	Score:

5 **Does the supplier have the ability to receive Schedules Electronically?**

	Score:

6 **Does the supplier's material handling method use (FIFO) prevent damage or deterioration to their products and / or material?**

	Score:

TOTAL POINTS DELIVERY SYSTEM

ENGINEERING:

1** **IF applicable, does the company have the resources available to perform development for new products and processes? Are examples available?**

	Score:

2** **Are there procedures to control design of new products using Cross Functional Teams (includes tooling, and dies)?**

	Score:

3** **have design reviews been conducted according to the design plan? Does the design output meet the design input requirements?**

	Score:

4** **When applicable, has design validation been addressed (DVP&R)?**

	Score:

5 **Can the supplier design and produce prototypes in house when necessary?**

	Score:

6** **Is there a preventive maintenance program in place? Are records kept and available? Is there adequate spare parts for key equipment?**

	Score:

TOTAL POINTS ENGINEERING SECTION

INTERNAL AUDIT

1** **Are the employees trained to conduct internal audits?**

	Score:

2** **Are internal audits conducted at scheduled intervals for both the Quality System and Product Process?**

	Score:

3** **Does top management review the results from the audits?**

	Score:

4** **Are corrective actions put in place for non-conformance found during the audits? Are they implemented in a timely manner?**

	Score:

5 **Do the audits include housekeeping and the work environment?**

	Score:

TOTAL POINTS FOR INTERNAL AUDIT SECTION

QUALITY RECORDS

1** **Is there a procedure to assure that records are retained and readily retrievable?**

	Score:

2** **Are Part Quality Records retained for one year after shipping the last piece of an ASF part number?**

	Score:

3** **Are the records stored in an area that will prevent deteriorating and damage?**

	Score:

4** **Are similar rules applied to electronic records?**

	Score:

Total Points Quality Records Section

Corrective Actions Required

Item Number	Description of Issue	Quality System Survey Question Reference

Item Number	Description of Issue	Quality System Survey Question Reference

SECTION TITLE	POINTS AVAIL	POINTS SCORED
MANAGEMENT	63	
STATISTICAL METHODS	15	
PURCHASED MATERIAL	24	
SPECIFICATION AND PRINT CHANGE CONTROL	18	
IN PROCESS CONTROLS	42	
MEASUREMENT AND TEST EQUIPMENT	21	
FINAL AUDIT	15	
PROBLEM AND RETURNED GOODS REPORTING	15	
DELIVERY	18	
ENGINEERING	18	
INTERNAL AUDIT	15	
QUALITY RECORDS	12	
TOTALS	**276**	

Note: Any questions that does not apply to a particular supplier should be scored as "N/A" and that value deducted from the total score when figuring the final percentage. If this is a self-survey then the supplier must consult their SQA prior to rating any category a "N/A"

Suppliers with a PPM of greater than "Zero" must develop a Corrective Action Plan which will be due Thirty Days from the date of the survey.

A copy of the self-survey must be sent to both the suppliers SQA and their purchasing agent.

**** = ISO 9001 / 9008**

Please answer as fully as possible the following questions:

ISO Certifications: _____ **Other (Lab etc):** _____

Types of Equipment:_____

Primary Business: _____

In House or Out sourced Heat treat: _____ **Cert:** _____ **In/Out Plate:** _____ **Cert:** _____

Inspection Equipment: _____ **Employees:** _____ **Shifts:** _____

Quality Personnel: _____ **Engineers:** _____

Capacities: _____**Month**

Approximate annual sales: _____ **% Automotive:** _____