Supplier Assessment Cover Sheet

Supplier Name: _____
Location: _____
Visit Date : _____

Supplier Evaluation Rating:

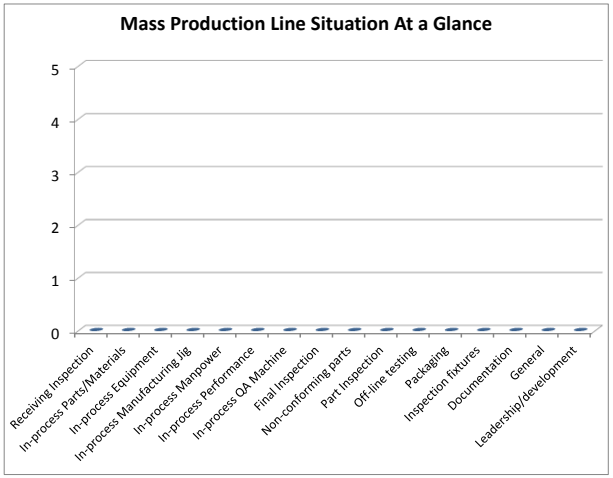
1. All check items are NG. Safety/Regulation concerns exist. Impact to M/P.
2.N/G and level-up items exist & extensive temp c/m's are required to prevent impact to M/P.
3. Level-up items exist but temp c/m's will prevent impact to M/P.
4. Level-up items exist, but present no impact to M/P.
5. 100% check items are ok.

	SUPPLIER APPROVAL		INNOTEC APPROVAL		
	PROJECT MANAGER	PRESIDENT / SR. LEVEL MGR.	AUDITOR	CELL MEMBER	Supply Chain
Signature					
Date					

Summary

Quality

Production



Classification	Process Check Items	Actual Results From Evaluation (comments)	Supplier Evaluation rating	Follow-up Required (Yes/No)
1	Receiving Inspection			
2	In-process Parts/Materials			
3	In-process Equipment			
4	In-process Manufacturing Jig			
5	In-process Manpower			
6	In-process Performance			
7	In-process QA Machine			
8	Final Inspection			
9	Non-conforming parts			
10	Part Inspection			
11	Off-line testing			
12	Packaging			
13	Inspection fixtures			
14	Documentation			
15	General			
16	Leadership/development			
		Total Score	0	

Production	
Green	Excellent- Mass production ready
Yellow	Ok with temp Counter measures in place
Red	No Go immediate action required

Total Score
0%
# of Hrs Required to Complete Audit
Mass Production Direction
Follow-up Survey/ Visit
Date

Rank	Audit Priority
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Supplier/ Innotec	Attendance
Supplier	
Supplier	
Supplier	
Supplier	
Supplier	
Innotec	
Innotec	
Innotec	
Innotec	
Innotec	

No.	Parts Name	Parts Number

Critical Open Issues and Countermeasures

No.	Issue	Temporary Countermeasure	Permanent Countermeasure	Who	When	
					Temp C/M	Perm C/M

INNOTEC

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SUPPLIER SOURCING ASSESSMENT
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VALUE ADD COMPONENTS

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Receiving Inspection

1	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Is the correct part Raw Material being used?	Material Cert. Sheets, (Dwg VS actual Material Code #) (on file, approved, tracking)			
2	Is there lot control for all critical raw materials/component parts?	Confirm system/parts			
3	As per the control plan, are quality checks being done? Recorded?	Receiving Inspection Data Sheet			
4	Are non-conforming materials placed in a quarantine area?	Non-conforming material area			
5	What is the frequency of tool calibration?	Check procedure			
6	How are in coming first run after change tags controlled?	Check flow to assembly from tracking & roll-up (fifo/cage/Assy)			
7	How does supplier confirm they have the correct part #'s and Document Control or Design Change (D/C) #'s? For Innotec Supply parts, others?	Compare to P.O., D/C status list. Confirm that first run after change policy is being followed			
8	Who passes judgment on the non-conforming material? How is it documented?	Review Non-Conforming material process			
9	Is there an Incoming Materials system for Identifying 'first run after changing product/process' to guarantee delivery of correct product and marking as such from suppliers?	Confirm system and marking strategy			
10	Where are documents stored and who stores/retrieves them?	Document control / D/C associate			
				Total Score	**0**

In-process parts/materials

2	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Are the In-process materials in an appropriate area? Mixing concerns? Smooth flow?	Check actual area.			
2	Are there any material handling concerns (part damage)?	Check for method of part transport.			
3	Contamination from foreign material?	Check raw and in process material			
4	Are parts/materials being used on a FIFO basis?	Check actual flow (Push/Pull System)			
5	How are cage parts controlled/updated?	Check organization of parts			
6	Are the locations to where the parts go properly labeled and/or organized?	Check cage			
7	Do any of the parts have a shelf life? If so, how is it controlled?	Check method			
8	How do the associates know what parts to deliver to the assembly line?	Check method			
9	How is lot control managed in this area?	Best = Label affixed to container. Tag in parts.			
				Total Score	**0**

In-process - Equipment (Molding Mach./Assy Equip)

3	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Is there a preventative maintenance plan in place?	Preventative Maintenance Plan			
2	After preventative maintenance, are quality levels/conditions recorded? How is part quality re-verified?	Review a previous work order			
3	Are machine setting conditions checked at each run?	Machine set-up sheets			
4	Are all Poke Yokes/sensors working properly?	Test a NG sample at each station			
5	How often are the Poke Yokes calibrated?	Check calibration frequency			
6	If more than (1) piece of equipment, are part quality results the same?	Part data confirmation (Line 1, 2...)			
7	Are machine/equipment critical characteristics monitored?	SPC, run charts			
8	How is the material mated to the machine (type, color, grade etc)?	In-process check sheet			
9	Are first off samples approved by QC before a production run?	First off sample			
10	Are critical part quality controls recorded by the equipment (ie. Torque)?	In-process check sheet, check control plan controls			
11	Are the Poke Yoke test samples outside the spec, but near the upper/lower limits?	Check actual N/G sample condition			
12	How is the PM plan organized on a day-to-day basis?	Check plan			
13	Are the poke yoke masters clearly identified?	Check masters			
14	Does a process stop if an automatic process is not finished? How many attempts are made before a machine says NG? What is the procedure for restarting the line?	Confirm process logic			
				Total Score	**0**

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	In-process - Manufacturing Fixture	Check Method	Supplier		
4	Item	Suggestion	Resp. Assoc.	Actual Result	Judgement
1	Can the parts be repeatedly set without possibility of mis-nesting? Are the parts nested on the jig without looseness? Checks datum points? Can the part be assembled upside down, right/left or other model mixing? Does the jig damage the part in any manner?	Set the actual parts on the jig and evaluate			
2	If more than (1) jig, are part quality results the same?	Part data confirmation (Line 1, 2...)			
3	Are datum locations adequate for a good manufacturing conditions?	Check datum locations			
4	Do they have spare parts for the equipment?	Check parts inventory status			
5	Are the jigs identified as to what model they are for?	Check jigs			
6	Are the parts easily removed from fixtures after process is complete?	Remove several parts with no binding			
7	If different fixtures are used for part variations, how are changeovers confirmed?	Fixtures should be bar or color coded in some way			
				Total Score	**0**

	In-process - Manpower (Line associates)	Check Method	Supplier		
5	Item	Suggestion	Resp. Assoc.	Actual Result	Judgement
1	Do the operators understand their job function/critical control points?	Ask them their job responsibility			
2	Has each associate achieved their targeted level of training? Does the training matrix explain who has been trained for which processes?	Review training Matrix (Plan vs Actual)			
3	Are they following approved Operation Standard procedures?	Observe the operator activity. Confirm sign-offs			
4	Do the operators understand how part defects impact the Customer (internal and external)?	Ask them if they understand their job.			
5	All appropriate manpower in place?	Check full production manning requirements.			
6	Is it clearly understood who has what process at a given time?	Confirm documentation method			
7	What is the procedure if someone has to leave the line during production?	Confirm procedure; Method to deal with abnormal			
8	What is the company policy related to low manpower? (vacation, temp's, etc)	Confirm if extra checks are used			
9	Are the mass production operators in place?	Confirm production team members running the line, as indicated & signed-off on Training Matrix.			
				Total Score	**0**

	In-process - Performance	Check Method	Supplier		
6	Item	Suggestion	Resp. Assoc.	Actual Result	Judgement
1	Does cycle time target equal actual results (each manufacturing process)?	Check actual cycle time (stop watch)			
2	Does the scrap rate target equal actual results?	Check actual scrap rate			
3	Are statistical process controls being used? (X, R, Run charts - for critical control points)	Check control plan and actual			
4	Are the parts within Innotec's capability standard (Cpk 1.33)?	Check actual CPK on critical points (data sheet points)			
5	Do they have a quality improvement system?	Check system (ie. Kaizan system)			
6	Is management aware of quality performance?	Check for management awareness (signatures etc)			
7	Do they record downtime & reasons?	Confirm record keeping method			
8	Is there a reward system for associates catching defects?	Confirm program (to result in a better product)			
9	Do the associates place a mark which corresponds to their quality checks?	Confirm requirement and actual			
				Total Score	**0**

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In-process Q.A. Machine (Function tester etc.)

7	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Is the QA machine checking all features as specified on the control plan?	Confirm control plan			
2	How is the operator notified of a defect (NG part)?	Light, Horn, Alarm			
3	Does the line stop when a NG part is detected?	Run a NG part through machine			
4	Who is authorized to re-start the line? Management?	Review the policy/Management Signature			
5	Are NG parts quarantined in a hold area?	Non-conforming In-process area			
6	Is the part labeled signifying that it passed QA Machine testing?	Part label application timing			
7	Do they have non-conforming tags close to the QA machine?	Check tag location for ease of access			
8	Is there a Potential Problem Analysis (PPA) plan if the Q.A.. machine is not functioning (out for service)?	Check reaction plan/policy.			
9	Is there qualified personal to do Q.A.. machine maintenance?	Ask who does the machine maintenance.			
10	Are there poke yoke masters for the QA machine?	Check for masters			
11	How are repair parts controlled? Flow?	Confirm with QA machine			
12	Is the specific part failure identified? (to focus the repair)	Confirm identification method			
13	How are part variations handled in the machine at changeover?	Master parts should be used to confirm components			
				Total Score	**0**

Final Inspection

8	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Is the Inspection area clean and well lit?	Inspect area			
2	Does the associate know what to inspect for?	Ask the associate/Check Op. Stnd			
3	Are limit samples posted?	Check actual board			
4	Are defective parts put in a non-conforming area? Are they tagged?	Check non-conforming parts area			
5	Are the parts identified as passed final inspection area stamped with code)?	Check actual system			
6	Does the final inspection check the critical control points?	Confirm actual situation			
				Total Score	**0**

Non-Conforming Parts

9	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Can repair parts be mixed with production ok parts?	Confirm flow & repair location			
2	Are parts labeled as being repaired, once the repair is complete?	Check labeling policy			
3	Are the parts re-routed back through the production line for re-inspection?	Confirm flow			
4	Are non-conforming material releases signed by QA management?	Review actual non-conforming label			
5	Is there a non-conforming part repair flow/procedure?	Non-Conforming Flow Chart			
6	Are daily rework items recorded? (Plan VS Actual)	Confirm tracking mechanism			
7	If rework actual above target, is feedback system in place?	Check gaps (target vs actual) and corrective action			
8	Do non-conforming tags clearly identify part status?	OK/In Process/NG Parts			
9	How does the supplier prevent part mixing? Other variations/model types parts etc.	Review part identification system			
10	How is repair handled? Who does it? How is part marked? Are parts identified with defect to be repaired?	Confirm method			
11	Are rejects or scrap reviewed before product is released for shipment?	Confirm scrap and rejects before product is released			
				Total Score	**0**

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Part Inspection

10	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Is the part within Innotec specifications (as per data sheet)	Measure a sample of parts			
2	Is the part at the correct Innotec Design change level?	Confirm design change level part			
3	Is there a design change tracking control method?	Confirm system thru production process			
4	Is there a method to confirm visual inspection was completed?	Check control plan visual inspections			
5	Are parts within limit boundaries?	Check part to limit samples			
6	Are quality checks built into the process (assoc. double checks)	Check inspection flow, redundancy			
7	Is the part color within acceptable limits? Is lot to lot color variation controlled?	Innotec Master Plaque			
8	Is the gloss within acceptable limits?	Must meet Innotec approved master sample			
9	For parts needing specialized Lot Traceability, is the system effective?	Check component and raw material traceability			
10	For all other (non designated parts) is the lot control system effective?	Check component and Raw Material traceability			
11	Do the production parts meet the master samples (IE. Feeling/Illumination Masters)?	Confirm parts with master sample			
12	Are inspection criteria identified and posted?	Confirm posting			
				Total Score	**0**

Off-line testing

11	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Are test samples segregated away from production line flow?	Check test part holding area?			
2	Is the testing completed and recorded as per control plan?	Check control plan			
3	Are all results recorded and on-file? How long are they retained?	Confirm past testing results?			
4	Are the results signed by QA management?	Confirm past testing results?			
5	Are test samples put back into production or scrapped?	Should be scrapped. If not they must be marked.			
				Total Score	**0**

Packaging

12	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	How does the operator guarantee that the box is labeled correctly?	Computer tags printed depending on model variation			
2	How are the outgoing first run after change's controlled?	Confirm Procedure			
3	How does the first run after changing product/process guarantee delivery of correct product and marking as such?	Is there a special marking system (IE. Initial Production Part - IPP tagging system or Barcode Scan system)			
4	How does the associate know how to pack the parts?	Confirm control plan			
5	Sample board available for Part Distinction? Mixing concerns?	Check Sample Boards			
6	What does associate do with partials at the end of a run?	Designated associate to identify and re-introduce partials			
				Total Score	**0**

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Inspection Fixtures/Tools

13	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Is the fixture certified with supporting data?	Fixture certification report			
2	Is the fixture at the correct D/C level?	Fixture cert. Report and ident.			
3	Is the fixture being used at intervals specified by the control plan?	Check actual data recording timeline			
4	Are all measuring tools calibrated?	Check plan & actual dates on tool tags			
5	What is the frequency of tool calibration?	Check procedure			
6	What happens while the measuring tools are being calibrated?	Confirm if 2nd set exists			
7	How is the calibration of the measuring tools organized?	Confirm method-computer software			
8	Does the supplier use certified gauges?	Check part with gauge			
9	How was the frequency of calibration established?	History, data, testing			
				Total Score	**0**

Documentation

14	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Is the control plan accurate and include all critical quality checks?	Confirm control plan content			
2	Do the Operation Standards reflect the actual processes?	Compare Op. Standard content; confirm approval sign offs			
3	Are quality documents updated when defect is found or when the process has changed or been improved?	Check Non-Conforming Part Flow;			
4	Are all documents at the latest Design Change level?	Confirm Innotec Drwg D/C level to Documentation			
5	Is the first run after change system being used correctly?	Review first run after change control system (flow chart etc)			
6	Is there a system to control op stnd's updates?	Confirm system and line side temporary vs permanent document			
7	Is there an actual changeover procedure?	Confirm procedure with proper signatures			
				Total Score	**0**

General

15	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Are Problem Tracking Charts (PTCs) reflected into the process?	Confirm PTC status (IE. Trend, Pareto, Paynter or other type Issue/Action tracking sheets)			
2	Are machines/work area clean and orderly?	Visual inspection (Relative to mfg environment)			
3	Are all Problem Tracking Sheet items closed?	Check PTC status			
4	Are there any open 8Ds? If so, are they on track to be effectively closed in a timely manner? Does the supplier system insure effective & timely closure?	8D tracking system. Review examples of both closed and open 8Ds			
5	Was the trial run at production speed?	Confirm cycle time plan vs actual			
6	Is there an active Cost Reduction System?	Confirm system in-place and active. Check for open VA/VA items and implementation schedule).			
				Total Score	**0**

Leadership/Development

16	Item	Check Method Suggestion	Supplier Resp. Assoc.	Actual Result	Judgement
1	Does leadership have a short and longer term plan for the organization is this communicate to all employees?	Confirm there is a organizational plan			
2	Is there an incentive for employees to improve quality, delivery, efficiency, and see out new innovations?	Confirm the incentive programs exists and is used			
3	Does the company currently track performance measures like quality performance, delivery performance, inventory turns, changeover times, etc.	Review current performance measures are they easily identified			
4	Are employees encouraged to continue their education?	Review the incentive to continuing ones education			
5	Is there on-going training programs to keep employees informed of current technology changes or developing employees into leadership?	Confirm development and training exists			
6	Are employees crossed trained so during absence of employees manufacturing, quality performance, and delivery performance will not change?	Confirm cross training system exists			
7	Are employees evaluated on performance and quality of their work.	Review evaluation process			
8	Does Supplier have a written Employee Ethics policy? Do employees have a confidential method established to report violations?	Review Policy			
9	Does Supplier utilize hiring practices that promote Diversity, Human Rights and comply with all applicable labor laws and regulations.	Review practices. Verify Supplier has appropriate Employee notices posted			
10	Does Supplier have a Health and Safety procedures in place. Are employees trained and safety results posted?	Review procedures, training and verify safety results posted.			
11	Has Supplier implemented an environmental policy or is Supplier registered with ISO 4001 or equivalent. If not registered, what is the implementation plan for such a registration?	Review policy and implementation plan			
12	Are there any Best Practices that can be learned from Supplier?	Find, review & document Best Practice (s)			
				Total Score	**0**

Quality Assurance Visit Gap Analysis Worksheet

Model:

Supplier Name:

Part Number(s) / Name(s):

Status Key:

O	Complete / OK
△	In-process / Pending
X	Complete / No Good

Update date:

No.	Item	Gap Explanation	Countermeasure	Who	Schedule	Status