

Supplier Evaluation Form

Company Name:		Industry:	
Contact Person:		Company Size:	
Title:		# of SKU's:	
Email:		# of Suppliers:	
Website:			

Company Background:

PART 1: Manufacturing Facility

Part 1	Description	Yes	No	Comments
1.1	Does your supplier have adequate machines to produce your product?			
1.2	Can the supplier keep up with your demand?			
1.3	Does the supplier have a maintenance schedule?			
1.4	Does the supplier have knowledge of the production process?			
1.5	Do the machines have updated working instructions?			
1.6	Does the supplier take appropriate care of their tools, jigs, fixtures, etc?			

PART 2: QUALITY MANAGEMENT SYSTEM

Part 2	Description	Yes	No	Comments
2.1	Do you receive quality reports from your supplier?			
2.2	Does the supplier have training for their staff?			
2.3	Purchasing Process:			
	• Do they have a list of controlled vendors?			
	• Are their suppliers assessed and monitored?			
	• Are quality requirements clearly defined?			
	Inspection Process:			

2.4	• Are there documented procedures for the inspection and testing of the products or processes provided?			
	• Are there documented procedures for in-process inspection?			
	• Are incoming products and raw material inspected upon receipt?			
	• Is acceptance and rejection criteria defined?			
	• Are rejected items identified and separated?			
	• Are QA stamps used and controlled?			
2.5	Are monitoring and measuring devices controlled and calibrated?			
2.6	Product Handling Process:			
	• Does the supplier have a procedure on handling and storage of products?			
	• Are shelf life products controlled and monitored?			
2.7	Does the supplier have a procedure for dealing with IP?			
2.8	Does the supplier have an ECO process			
2.9	Is non-conforming parts and material clearly identified?			
2.10	Are there documented procedures for corrective and preventative actions?			

PART 3: Engineering & Technical Support

Part 3	Description	Yes	No	Comments
3.1	Does your supplier understand the characteristics of materials to make decisions on which materials to use?			
3.2	Does the engineers have technical knowledge of the production processes?			
3.3	Can the supplier provide you with design for the tools and jigs?			
3.4	Has your supplier helped you with DFMA?			
3.5	Can they provide adequate product development services?			
3.6	The supplier can help define processes for the processes used to make your parts?			

PART 4: Shop Floor Management

Part 4	Description	Yes	No	Comments
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4.1	Is the workstation designed to optimize the process flow?			
4.2	There is adequate space for each workstation?			
4.3	The lighting is sufficient?			
4.4	There is sufficient ventilation?			
4.5	The workstations are clean?			
4.6	The tools are arranged according to 6 sigma?			
4.7	The workers have safety equipment?			
4.8	Each machine has working instructions?			
4.9	Are there tests to ensure the workers understand the working instructions?			

PART 5: Speed

Part 5	Description	Yes	No	Comments
5.1	The supplier provides you with quick feedback?			
5.2	They provide you with quick support?			
5.3	They provide you with quick responses?			
5.4	They provide you with quick lead times?			
5.5	They provide you with quick prototypes?			