

# Supplier Self Assessment

DA 004 bilaga 2  
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All answers for the 25 questions below must be answered as: "Yes" or "No". Examples must be prepared to be shown at request.

	Main question	Answer Y/N	If "Yes", is there a written procedure or quality manual for this?	If "Yes", have you attached an example?	If "No", what is your plan to achieve it and when is planned due date?
1	Have you formulated a program to monitor quality costs and to reach the objectives and targets? Is responsible personnel assigned and due date determined?				
2	Are customer complaints and reports of nonconformances handled with actively searching a root cause and implementation of corrective and preventive actions?				
3	Do you conduct Health and safety risk "Mock drills"/"Practice" on a regular basis?				
4	Do you frequently display internal KPI's and can evidence for improvement be shown?				
5	Do you perform production capacity analysis to ensure that all of your customers maximum demands are met?				
6	Do you perform annual layered audit measurements on products ending up in automotive industry as per ISO requirements?				
7	Are you able to support all of the listed schedule/delivery systems: Produce on forecast, Supplier Managed inventory, Kanban?				
8	Do you work with FIFO (First In First Out) system on inbound, internal as well as outbound components/parts?				
9	Is there a cross functional team with "Project management" for new product development?				
10	Have you got a process to verify if parts from your suppliers are according to specifications? Are records available showing a supplier rating system with inputs from incoming PPM performance?				
11	Do you actively audit your suppliers and keep record on results and plans on how to develop your suppliers quality awareness and tools?				
12	Have you established maintenance system for all equipment including a maintenance schedule, defined criteria, frequencies & assigned responsibilities and records?				
13	Do you keep an active training matrix where anyone can get easy overview of which production lines each individual operator can work?				
14	Do your packaging instructions assure that products are protected from damage and weather during delivery?				
15	Do you have a interim inspection process (IIP, GP12 or similar) on how to contain your stock, customers stock and any parts in transport in case you would find a quality failure in risk of affecting the customer or by information in a quality claim?				
16	Do you have your own and/or do you follow your customers requirements on how to mark sorted/contained material?				
17	Do you practice the tools used to issue a level 3 PPAP (SPC, Control Plan, MSA, FMEA etc)?				
18	Is your inventory and products labelled with clear identification and tracability throughout your processflow (from incoming to shipping)?				
19	Do you have a process for communicating changes to products and processes where these can potentially affect a products critical characteristics?				
20	Do you have a process for requesting deviation approval with action plan / recovery plan?				
21	Do you conduct internal audits as per schedule and are root cause analysis and corrective action taken?				
22	Are management reviews performed at defined intervalls with active participation of senior management?				
23	Do you have a improvement process and do you actively encourage all employees to participate?				
24	Do you provide an open calculation and proactively propose cost reduction to your customers?				
25	Have you got a process exist to collect information (e.g. from sub suppliers) about chemical substance content in products / components / articles / material / preparations?				

If you are not certified according to ISO 14001, please also answer the following questions:					
E1	Do you have a written policy for the environment which is communicated in the company?				
E2	Are there documented goals of environment?				
E3	Have you developed procedures for identifying environmental aspects that can have a significant impact on the external environment?				
E4	Are there any routines that ensure that you have access to all legal requirements and other requirements that concern the external environment?				
E5	Have responsibility and authority regarding environmental issues been defined?				
E6	Have people who handle work tasks affecting the external environment (eg hazardous waste) received adequate education?				
E7	Are there any procedures for handling waste in a way that prevents / mitigates harmful environmental impact?				
E8	Have all employees obtained basic education in environmental questions? (Example, "where to put scrap")				