# SUPPLIER ASSESSMENT DATA SHEET

| | |
|---|---|
| Serial Number:- | |
| Date :- | |
| **Supplier Name :-** | Supplier Code Number |

## Supplier's Contacts

| | |
|---|---|
| Plant Location : | Phone Number: |
| Mobile No: | Email:- |
| Fax : | Total Working Persons : For Quality : |
| Responsible Person for Quality : | Contact Address: |
| Responsible Person for Delivery : | |
| Responsible Person for Price : | |

## Purpose & Status of Vendor Evaluation

| | | |
|---|---|---|
| New Evaluation:- | | Description of Products / Process: |
| Re-Evaluation:- | | |
| Annual Schedule:- | | |
| % of Previous Rating Score:- | | Any Sub-supplier / Sub-contractors: |
| Present Rating Score:- | | |

## Prefered Over All Rating

| | | |
|---|---|---|
| > 90 % | | Preffered Rating ----> Plan to Sustain |
| 75 ~ 90 % | | Approved Rating ----> Minor Improvements Required |
| 50 ~ 75 % | | Satisfactory -----> Major Improvements Required |
| < 50 % | | Not Preffered Rating |

| | | | |
|---|---|---|---|
| Minimum Applicable System Certification is : ISO 9001:2000 | | If More: | |

**Over all Expansion Plan For the Next Three Years**

| | |
|---|---|
| **WIL Recommendations :**<br>**( Do mention relevant information of the audit system )** | |

# Manufacturing Facilities

| Sl.No. | Machine Description | Make | Year | Condition | Remarks |
|---|---|---|---|---|---|
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## Inspection / Lab Facilities

| Sl.No. | Instrument Description | Make | Calib. status | Condition | Remarks |
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| | TECHNICAL CAPABILITY ASSESSMENT REPORT | PART - A |
|---|---|---|

| | Score Status | | | | | |
|---|---|---|---|---|---|---|
| | 0 | 1 | 2 | 3 | NA | REMARKS |
| **1. PLANT FACILITIES** | | | | | | |
| * Sufficient Lighting / Air ventilation arrangement | | | | | | |
| * Covered Shed availability | | | | | | |
| * Alternate power source | | | | | | |
| * Storage area | | | | | | |
| * Material handling equipments | | | | | | |
| **2.LOCATION** | | | | | | |
| * Ease of WIL accessibility (Transportation / Inspection) | | | | | | |
| * Compliance to Industrial area | | | | | | |
| * Employee's accessibility | | | | | | |
| **3. SKILL REQUIREMENTS:** | | | | | | |
| * Whether skilled machine operators available | | | | | | |
| * Whether skilled handling equipments operator available | | | | | | |
| * Whether skilled maintenance pesonnel available for maintaining machines and material handling equipments | | | | | | |
| (Check skill matrix and training records ) | | | | | | |
| **4. STATISTICAL CONTROL:** | | | | | | |
| * Does Statistical process control methods employed, wherever required | | | | | | |
| * Are the personnel trained in SPC | | | | | | |
| * Does the SPC record analysed for data | | | | | | |
| * Is there an effective mistake proofing system available | | | | | | |
| **5. QUALITY PERFORMANCE - EFFECTIVENESS (LAST ONE YEAR):** (Check the adherence with the existing customer rating) | | | | | | |
| * Are they meeting adequate Quality rating | | | | | | |
| * Does the Quality rating monitored periodically | | | | | | |
| * Does the CAPA implemented and followed when the rating is lower | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| * | Does the CAPA effectiveness is monitored and adhered | | | | | | |
| | (Check the effectiveness data for the past one year) | | | | | | |

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| | TECHNICAL CAPABILITY ASSESSMENT REPORT | PART - A |
|---|---|---|

| | Score Status | | | | | |
|---|---|---|---|---|---|---|
| | 0 | 1 | 2 | 3 | NA | REMARKS |
| **6. DELIVERY PERFORMANCE - EFFECTIVENESS (LAST ONE YEAR)** (Check the adherence with the existing customer schedule) | | | | | | |
| * Are they meeting adequate Delivery rating | | | | | | |
| * Does the Delivery rating monitored periodically | | | | | | |
| * Does the CAPA implemented and followed when the rating is lower | | | | | | |
| * Does the CAPA effectiveness is monitored and adhered | | | | | | |
| (Check the effectiveness data for the past one year) | | | | | | |
| **7. COST REDUCTION PROPOSALS/ KAIZENS:** | | | | | | |
| * Does the area of improvement in production, quality, efficiency and despatch are identified ? | | | | | | |
| * Are these activities effectively monitored by the management | | | | | | |
| **8. PRODUCT REQUIREMENTS:** | | | | | | |
| * Are capable of performing Special process required for the product | | | | | | |
| **TOTAL POINTS SCORED :** | | | | | | |
| **0- No system available and not practiced.** | * | | | | | |
| **1- System procedure available and not practiced.** | | * | | | | |
| **2- No system procedure available, but practiced.** | | | * | | | |
| **3- System procedure available and practiced.** | | | | * | | |
| **NA- Not Applicable** | | | | | * | |

**Guide lines for score:**
**Above 80% --Approved**
**70 - 60 % conditionaly approved.**
**Below 60% not a**

**Percentage scored: Total Points scored x 100 = Total Applicable Points**

**Expansion Facilities for the Next Three years**

**Note: Technical capability (PART A) will be assessed for all new suppliers before inclusion or new product development with existing suppliers.**

| | SUPPLIER PAP REQUIREMENTS | PART - B |
|---|---|---|

| Sl. No. | Elements | Score Status | | | | | |
|---|---|---|---|---|---|---|---|
| | | 0 | 1 | 2 | 3 | NA | REMARKS |
| 1 | **PART APPROVAL PROCESS:** | | | | | | |
| 1.1 | Are there complete organised and supporting data for all production part submission and are the supporting data filed together for each part? | | | | | | |
| 1.2 | Understanding of PAP requirements by all Concerned | | | | | | |
| 1.3 | Training need identification for PAP documentation | | | | | | |
| 1.4 | Awareness of APQP , FMEA, Control plans | | | | | | |
| 2 | **FAILURE MODE EFFECT ANALYSIS (FMEA)** | | | | | | |
| 2.1 | Is there a mechanism available to study FMEA of the product supplied. | | | | | | |
| 2.2 | Check for the assessment of Risk ascertained on the product . | | | | | | |
| 2.3 | Is all control elements covered in assessment | | | | | | |
| 2.4 | Availability of FMEA records on new developments. | | | | | | |
| 2.5 | Availability of FMEA records on re –visit to existing products based on customer complaints | | | | | | |
| 2.6 | FMEA corrections based on the field feed back. | | | | | | |
| 3 | **CONTROL PLAN :** | | | | | | |
| 3.1 | Is there Control plan available for production | | | | | | |
| 3.2 | Is the control plan effectively used | | | | | | |
| 3.3 | Records of control plan documents. | | | | | | |
| 3.4 | Are the special characteristics , if any, identified | | | | | | |
| 3.5 | Is there a reaction plan available , in case of not meeting the requirements | | | | | | |
| 3.6 | Is there a clearly defined authority for reaction plan | | | | | | |
| 3.7 | Is there a tracking mechanism for out of control situations | | | | | | |
| | **TOTAL MARKS** | | | | | | |
| | **0- No system available and not practiced.** | * | | | | | |
| | **1- System procedure available and not practiced** | | * | | | | |
| | **2- No system procedure available, but practiced.** | | | * | | | |
| | **3- System procedure available and practiced.** | | | | * | | |
| | **NA- Not Applicable** | | | | | * | |

**Percentage scored:** $\dfrac{\text{Total } \underline{\text{Points scored}} \times 100}{\text{Total Applicable Points}} =$

**Note: PAP requirements (Part B) will be audited for suppliers supplying products mentioned in Annexure A of Work Instruction: WI/PUR/SUB/004**

| | PLIER ENVIRONMENTAL MANAGEMENT<br><br>SYSTEM AUDIT CHECK LIST | PART - C |
|---|---|---|

| Sl. No. | Elements | Score Status | | | | | |
|---|---|---|---|---|---|---|---|
| | | 0 | 1 | 2 | 3 | NA | REMARKS |
| | **ENVIRONMENTAL ISSUE COMPLIANCE:** | | | | | | |
| 1 | Is the Supplier complying to the Legal requirements with respect to Environment | | | | | | |
| 2 | Are the relevant statutory approvals available from competent authorities. | | | | | | |
| 3 | Is the supplier complying to the customer specific Legal requirements with respect to Environment | | | | | | |
| 4 | Are the customer specific relevant statutory approvals available from competent authorities. | | | | | | |
| 5 | Is the Effluents generated by process properly treated and disposed off. | | | | | | |
| 6 | Are the records for effluent treatment maintained | | | | | | |
| 7 | Is there method of Waste minimisation and continual improvement | | | | | | |
| 8 | Are the workforce adequately trained in the awareness of Environmental issues | | | | | | |
| 9 | Availability & Maintenance of PPE & Fire Extinguishers | | | | | | |
| 10 | Past record on Environmental performance & Corrective action effectiveness ( Ex: Non-conformities, etc. ) | | | | | | |
| | SECTION TOTAL | | | | | | |
| | **TOTAL MARKS** | | | | | | |
| **0- No system available and not practiced.** | | * | | | | | |
| **1- System procedure available and not practiced** | | | * | | | | |
| **2- No system procedure available, but practiced.** | | | | * | | | |
| **3- System procedure available and practiced.** | | | | | * | | |
| **NA- Not Applicable** | | | | | | * | |

**Percentage scored: Total Points scored x 100 = Total Applicable Points**

**Note:EMS (Part C) will be assessed for suppliers handling products which have environmental impact.**

| | ALITY MANAGEMENT<br>SYSTEM AUDIT CHECK LIST | PART - D |
|---|---|---|

Of : M/s.

| Element No. | Element | Evaluation score | | | | | Remarks |
|---|---|---|---|---|---|---|---|
| | | 0 | 1 | 2 | 3 | N.A | |
| **1** | **Management** | | | | | | |
| 1.1. | In the company, is there a defined quality policy with derived quality targets, e.g. continuous quality improvements ? | | | | | | |
| 1.2. | Have the necessary financial and staff asset been provided ? | | | | | | |
| 1.3. | Is the company certified for QMS (ISO/QS)? | | | | | | |
| 1.4. | Is the company organization defined in writing with a definition of the responsibility and the authorities ? | | | | | | |
| 1.5. | Are company units monitored by independent bodies in the form of regular quality audits ? | | | | | | |
| 1.6. | Are contract / order documents such as specification, drawings, target specifications standards, quality agreements, logistics plans etc, Checked for completeness and feasibility before a quotation is submitted? | | | | | | |
| 1.7. | Are the product specifications available to all departments involved in the company? | | | | | | |
| 1.8. | Are the principles of product liability and product risk known? | | | | | | |
| 1.9. | Are the internal and external failure cost recorded and monitored? | | | | | | |
| 1.10. | What form do professional further training, qualification and staff motivation take? Are management personal also involved? | | | | | | |
| **2** | **External procurement** | | | | | | |
| 2.1. | How are subcontractors selected ? (Assessment of quality capability, certificates, initial sample inspection agreements on quality inspections etc.) | | | | | | |
| 2.2. | How is the quality of the delivered products guaranteed? (Inspection plan, agreements on quality inspection etc.) | | | | | | |

| Element No. | Element | Evaluation score | | | | | Remarks |
|---|---|---|---|---|---|---|---|
| | | 0 | 1 | 2 | 3 | N.A | |
| 3 | **Testing equipment** | | | | | | |
| 3.1. | Is all testing equipment (Testing units and gauges) subject to testing equipment monitoring? | | | | | | |
| 3.2. | Are the specifications measured / checked using appropriate testing equipment ? | | | | | | |
| **4** | **Q Planing** | | | | | | |
| 4.1. | Are control plans available? | | | | | | |
| 4.2. | Do capability inspections exist for the machines (systems) used? Are process FMEA carried out? | | | | | | |
| 4.3. | Are control plan / FMEA 's ? Related work instructions updated when changes takes place in input drawings / specification ? | | | | | | |
| 4.4. | Are special characteristics identified and used? | | | | | | |
| **5** | **Equipment / Tooling maintenance** | | | | | | |
| 5.1. | Is the maintenance of all production equipment carried out in accordance with a plan (Maintenance manual)? | | | | | | |
| 5.2. | Is the maintenance of all tooling carried out in accordance with the plan? | | | | | | |
| 5.3. | Are tools equipment and test equipment's stored properly? | | | | | | |
| **6** | **Process Control & Quality Assurance** | | | | | | |
| 6.1. | Are suitable processes (SPC) also used to control and monitor quality? | | | | | | |
| 6.2. | Do employees also have the qualifications for their work. Are they instructed when taken on / transferred? | | | | | | |
| 6.3. | Are the products clearly identified at all times (Serial number, work progress, Rework, scrap) and is tracebility guaranteed? | | | | | | |
| 6.4. | Are PPAP / Related documents followed by supplier? | | | | | | |
| 6.5. | Are required work instruction available at place / work? | | | | | | |
| 6.6. | Is the customer approval obtained before delivering products, which deviate from the specifications? | | | | | | |
| 6.7. | Are production parameters of the process recorded and are deviations logged with the measures introduced? | | | | | | |

| Element No. | Element | Evaluation score | | | | | Remarks |
|---|---|---|---|---|---|---|---|
| | | 0 | 1 | 2 | 3 | N.A | |
| **6** | **Process Control & Quality Assurance** | | | | | | |
| 6.8. | Are special processes identified and process parameter defined? | | | | | | |
| 6.9 | Are special processes monitored and reports maintained? | | | | | | |
| 6.10. | Is the customer approval obtained for new start-ups, product changes and process changes? | | | | | | |
| 6.11. | Are the production facilities and equipment clean and suitable? | | | | | | |
| 6.12. | Is production planning and control being done? | | | | | | |
| 6.13. | In the event of deadline delays and reduced quantities is the customer informed immediately and is there a process, which illustrates delivery reliability? | | | | | | |
| 6.14. | Can information be given at any time on the current production status? | | | | | | |
| 6.15. | Is there an organizational stipulation for emergencies, which can directly cause delivery delays? | | | | | | |
| 6.16. | Are quality inspections (Inward/Inprocess and Final) done appropriately as per procedures / Quality plans? | | | | | | |
| 6.17. | In the case of quality problems are the causes analyzed, remedial measures introduced and their effectiveness (avoiding repeat errors) monitored (Comprehensibility guaranteed)? | | | | | | |
| 6.18. | Are process / products audited internally? | | | | | | |
| 6.19. | Do supplier monitor his delivery performance, quality performance and take appropriate corrective actions? | | | | | | |
| 6.20. | Is continual improvement process evident? | | | | | | |
| 6.21. | Handling / Storage / Packing / Preservation and Transport. | | | | | | |
| **7** | **Documentation** | | | | | | |
| 7.1. | Are all relevant results of the quality inspections recorded and achieved? | | | | | | |
| 7.2. | Are quality relevant documents and records administered and achieved in an orderly way? | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 7.3. | Are there methods and stipulations for products subject to compulsory documentation (traceblity)? | | | | | | |



| Element No. | Element | Evaluation score | | | | | Remarks |
|---|---|---|---|---|---|---|---|
| | | 0 | 1 | 2 | 3 | N.A | |
| **8** | **Customer property** | | | | | | |
| 8.1. | Are customer drawings specification maintained properly. | | | | | | |
| 8.2. | Are customer supplied product identified and maintained properly? | | | | | | |
| **9** | **Customer service / Customer satisfaction** | | | | | | |
| 9.1 | Are the customer specific requirements fulfilled related to the product? | | | | | | |
| 9.2 | Are the customer requirement fulfilled at delivery? | | | | | | |
| 9.3 | Is the customer service guaranteed? | | | | | | |
| 9.4 | Are the complaints quickly reacted to the supply of parts secured? | | | | | | |
| 9.5 | Are fault analysis carried out when there are deviations from quality requirements and are improvement measures implemented? | | | | | | |
| 9.6 | Is the personal qualified for each task? | | | | | | |

**0- No system available and not practiced.**
**1- System procedure available and not practiced.**
**2- No system procedure available, but practiced.**
**3- System procedure available and practiced.**

**Steps**

**1 Take out NA and add total target marks. (Applicable No. of questions X 3)**
**2 Add actual marks obtained.**
**3 Calculate the total for 100%.**

**Target marks =**
**Actual marks =**
**Score = X 100= %**

**Notes :--**

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# WIL REMARKS AND SUPPLIER COMMITMENTS

| Sl.No. | WIL Remarks | Supplier Commitments and Targets |
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**Other Observations And Comments :-**

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|---|---|
| **WIL Rep. Sig.:** | **Supplier's Rep. Sig. :** |

# SUPPLIER ASSESSMENT

## SCORE SHEET

| S.NO. | AUDIT ELEMENTS | % SCORED |
|---|---|---|
| | | |
| 1 | PART A - Technical capability | |
| | | |
| 2 | PART B - PPAP requirements | |
| | | |
| 3 | PART C - Environmental compliance | |
| | | |
| 4 | PART D - Quality Management System | |

| Name of the Auditors | Designation | Signature |
|---|---|---|
| | | |
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| | | |

**Approved by:**

**HEAD - QUALITY ASSURANCE** **HEAD - SUPPLY CHAIN**