

	<b>SUPPLIER ASSESSMENT DATA SHEET</b>		Serial Number:-	
			Date :-	
<b>Supplier Name :-</b>			Supplier Code Number	
<b>Supplier's Contacts</b>				
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 :				
<b>Purpose &amp; Status of Vendor Evaluation</b>				
New Evaluation:-			Description of Products / Process:	
Re-Evaluation:-				
Annual Schedule:-				
% of Previous Rating Score:-			Any Sub-supplier / Sub-contractors:	
Present Rating Score:-				
<b>Preferred Over All Rating</b>				
> 90 %		Preferred Rating ----> Plan to Sustain		
75 ~ 90 %		Approved Rating ----> Minor Improvements Required		
50 ~ 75 %		Satisfactory -----> Major Improvements Required		
< 50 %		Not Preferred Rating		
Minimum Applicable System Certification is : ISO 9001:2008			If More:	
<b>Over all Expansion Plan For the Next Three Years</b>				
<b>WIL Recommendations :</b> <b>( Do mention relevant information of the audit system )</b>				



## Manufacturing Facilities

Sl.No.	Machine Description	Make	Year	Condition	Remarks

## Inspection / Lab Facilities

Sl.No.	Instrument Description	Make	Calib. status	Condition	Remarks



## TECHNICAL CAPABILITY ASSESSMENT REPORT

**PART - A**

	Score Status							
	0	1	2	3	NA	Track NC		
<b>1. PLANT FACILITIES</b>								
* Sufficient Lighting / Air ventilation arrangement								
* Covered Shed availability								
* Alternate power source								
* Storage area								
* Material handling equipments								
<b>2.LOCATION</b>								
* Ease of WIL accessibility (Transportation / Inspection)								
* Compliance to Industrial area								
* Employee's accessibility								
<b>3. SKILL REQUIREMENTS:</b>								
* Whether skilled machine operators available								
* Whether skilled handling equipments operator available								
* Whether skilled maintenance personnel available for maintaining machines and material handling equipments (Check skill matrix and training records )								
* Are the necessary personnel trained in GD&T and using the facilities								
<b>4. STATISTICAL CONTROL:</b>								
* 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								
<b>5. QUALITY PERFORMANCE - EFFECTIVENESS (LAST ONE YEAR):</b> (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)								



**TECHNICAL CAPABILITY ASSESSMENT REPORT**

**PART - A**

	Score Status						REMARKS
	0	1	2	3	NA	Track NC	
<b>6. DELIVERY PERFORMANCE - EFFECTIVENESS (LAST ONE YEAR)</b> (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)							
<b>7. COST REDUCTION PROPOSALS/ KAIZENS:</b>							
* Does the area of improvement in production, quality, efficiency and despatch are identified ?							
* Are these activities effectively monitored by the management							
<b>8. PRODUCT REQUIREMENTS:</b>							
* Are capable of performing Special process required for the product							
<b>9. CAPACITY:</b>							
* Are the supplier having ability to supply product in accordance with the organization's requirements							
<b>TOTAL POINTS SCORED :</b>							
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 % conditionally approved. Below 60% not approved.							
<b>Percentage scored: <math>\frac{\text{Total Points scored} \times 100}{\text{Total Applicable Points}}</math> =</b>							
<b><u>Expansion Facilities for the Next Three years</u></b>							

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

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**SUPPLIER PAP REQUIREMENTS**

**PART - B**

Sl. No.	Elements	Score Status						REMARKS
		0	1	2	3	NA	Track NC	
1	<b>PART APPROVAL PROCESS:</b>							
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	<b>FAILURE MODE EFFECT ANALYSIS (FMEA)</b>							
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	a)Availability of FMEA records on re –visit to existing products based on customer complaints							
	b)Does the PFMEA reviewed based on the severity ranking of 9 (or) 10 instead of RPN.							
	c)Are threshold level for severity,occurrence & detection defined.Does any actions proposed If it							
	d)Does any actions implemented to reduce the occurrence & detection.							
	e)Are the Prevention control (or)mistake proofing system established to reduce occurrence & detection .							
2.6	FMEA corrections based on the field feed back.							
3	<b>CONTROL PLAN :</b>							
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							
<b>TOTAL MARKS</b>								
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							*	
<b>Percentage scored: <math>\frac{\text{Total Points scored} \times 100}{\text{Total Applicable Points}} =</math></b>								

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

**PART - C**

Sl. No.	Elements	Score Status						REMARKS
		0	1	2	3	NA	Track NC	
	<b>ENVIRONMENTAL ISSUE COMPLIANCE:</b>							
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 evidenced.							
8	Is there method of continual improvement and evidenced							
9	(a) Are the employees adequately trained in Environmental Management system							
	(b) Are the personnels aware of Environmental Issues							
	(c) Are the personnels aware of Hazardous and the method of disposal.							
10	Is there a system for periodical audit for Environmental aspects.							
11	Availability & Maintenance of PPE & Fire Extinguishers							
12	Past record on Environmental performance & Corrective action effectiveness ( Ex: Non-conformities, etc. )							
	<b>SECTION TOTAL</b>							
	<b>TOTAL MARKS</b>							
	<b>0- No system available and not practiced.</b>	*						
	<b>1- System procedure available and not practiced</b>		*					
	<b>2- No system procedure available, but practiced.</b>			*				
	<b>3- System procedure available and practiced.</b>				*			
	<b>NA- Not Applicable</b>						*	
<b>Percentage scored: <math>\frac{\text{Total Points scored} \times 100}{\text{Total Applicable Points}} =</math></b>								

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



**SUPPLIER QUALITY MANAGEMENT  
SYSTEM AUDIT CHECK LIST**

**PART - D**

Of : M/s.

Element No.	Element	Evaluation score						Remarks
		0	1	2	3	NA	TRACK NC	
<b>1</b>	<b>Management</b>							
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?							
<b>2</b>	<b>External procurement</b>							
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.)							

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Element No.	Element	Evaluation score						Remarks
		0	1	2	3	NA	TRACK NC	
3	<b>Testing equipment</b>							
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	<b>Q Planing</b>							
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	<b>Equipment / Tooling maintenance</b>							
5.1.	Is the maintenance of all production equipment carried out in accordance with a plan (Maintenance							
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	<b>Process Control &amp; Quality Assurance</b>							
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 traceability 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?							
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Element No.	Element	Evaluation score						Remarks
		0	1	2	3	NA	TRACK NC	
<b>6</b>	<b>Process Control &amp; Quality Assurance</b>							
6.8.	Are special processes identified and process parameter defined?							
6.9	Are special processes monitored and reports maintained?							
6.10	Are the product /process validation process in place and documented.							
6.11	Is the customer approval obtained for new start-ups, product changes and process changes?							
6.12	Are the production facilities and equipment clean and suitable?							
6.13	Is production planning and control being done?							
6.14	In the event of deadline delays and reduced quantities is the customer informed immediately and is there a process, which illustrates delivery reliability?							
6.15	Can information be given at any time on the current production status?							
6.16	Is there an organizational stipulation for emergencies, which can directly cause delivery delays?							
6.17	Are quality inspections (Inward/Inprocess and Final) done appropriately as per procedures / Quality plans?							
6.18	In the case of quality problems are the causes analyzed, remedial measures introduced and their effectiveness (avoiding repeat errors) monitored (Comprehensibility guaranteed)?							
6.19	Are process / products audited internally?							
6.20	Do supplier monitor his delivery performance, quality performance and take appropriate corrective actions?							
6.21	Is continual improvement process evident?							
6.22	Handling / Storage / Packing / Preservation and Transport.							
<b>7</b>	<b>Documentation</b>							
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)?							
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Element No.	Element	Evaluation score						Remarks
		0	1	2	3	NA	TRACK NC	
<b>8</b>	<b>Customer property</b>							
8.1.	Are customer drawings specification maintained properly.							
8.2.	Are customer supplied product identified and maintained properly?							
<b>9</b>	<b>Customer service / Customer satisfaction</b>							
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?							
<b>0-</b>	<b>No system available and not practiced.</b>	*						
<b>1-</b>	<b>System procedure available and not practiced</b>		*					
<b>2-</b>	<b>No system procedure available, but practiced.</b>			*				
<b>3-</b>	<b>System procedure available and practiced.</b>				*			
<b>NA-</b>	<b>Not Applicable</b>					*		
<b>Steps</b>								
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%.								
<b>Percentage scored: <math>\frac{\text{Total Points scored}}{\text{Total Applicable Points}} \times 100 =</math></b>								
Total Rated Score = ( (Part A +Part B+ Part C+ Part D) / 4 ) X 100= %								
Notes :--								
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## WIL REMARKS AND SUPPLIER COMMITMENTS

NC Tracking Number	WIL Remarks	Supplier Commitments and Targets

Other Observations And Comments :-

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

Approved by:

HEAD - QUALITY ASSURANCE

HEAD - SUPPLY CHAIN

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