

Scope of questionnaire - The intent of this self-evaluation questionnaire is to provide the our organization with information useful for making an initial assessment about business viability and reducing sourcing risks.

Supplier Name:		Plant Manager:		Audit Date:		
Supplier Location:		Quality Manager:		Auditor Name:		
#	Question	Score	Comment	Follow-up	By Who	By When
			0 - Does not comply or meet requirements	1 - Does not meet expectations, major improvement required	2 - Does not meet expectations, minor improvement required	3 - Meets expectations and complies with requirements
	Manufacturing					
1	Tooling: Is it at mass production level and in its mass production location?	3				
2	Are production tooling identified and in their proper location?	3				
3	Equipment: Is it at mass production level and in its mass production location?	3				
4	Work post conditions: Are the equipment & tooling in good working condition and is there adequate lighting?	3				
5	Final Packaging: Is the process using approved, returnable packaging for the part? Or approved expendables?	3				
6	Internal Packaging: Is the internal boxing specifications available? Are the boxes available?	3				
7	Are the proper drawings and specifications being used in production and inspection?	3				
8	Are documented instructions, methods, and procedures available to both manufacturing and inspection personnel, and are both held accountable for quality?	3				
9	Are in-process inspection and testing results recorded?	3				
10	Are parts properly identified throughout the manufacturing process?	3				
11	Is the manufacturing area maintained in an orderly and functional manner?	3				
12	Is there a formal periodic maintenance program in place?	3				
13	Are finished parts properly stored to prevent damage or deterioration?	3				
14	Are shop routing, or process sheets, and/or inspection instructions used during the manufacturing process?	3				
15	Are written procedures for qualifications of special processes, equipment and personnel, documented?	2				
	Receiving Inspection					
#	Question	Score	Comment	Follow-up	By Who	By When
1	Are raw materials and purchased component parts inspected upon receipt to verify conformance to specifications?	2				
2	Are there documented and approved instructions provided for controlling incoming receiving inspection methods and procedures?	3				
3	Are the inspection and test equipment available for incoming receiving inspection sufficient for performing the required tasks?	3				
4	Do you have an Approved Suppliers List?	2				
5	Do you have a method for tracking supplier quality?	2				