

Supplier Self Assessment

company name _____

Manz supplier no

street _____

Post box _____

Zip code _____

town _____

phone _____

fax _____

E-mail _____

Managing director _____ **phone** _____

Contact people	phone	phone
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Sales	_____	Quality	_____
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Production	_____	Planning	_____
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Engineering	_____	Laboratory	_____
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Project leader	_____	Environment	_____
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Range of products _____

Do you intend to enlarge your product range? _____

Additional locations _____

Product liability

Coverage _____ million €

Insurance company

Is the US-market covered?

☐ Yes ☐ No

Supplier Self Assessment

Size of enterprise	previous year	current year	plan next year
Total number of employees			
Employees production			
Employees administration			
Employees quality			
Employees research & development			
Development of turnover			
Total annual turnover (in million €)			
Annual turnover with Manz (in million €)			
Turnover of site ...			
Turnover with Manz			
Turnover of site ...			
Turnover with Manz			
Turnover of site ...			
Turnover with Manz			
Turnover share in Export			
Do you supply to the photovoltaic industry? Customer references:			
Quality statistics			
ppm-Rate (internal and external)			
Error costs relative to total turnover			
Number of customer objections			
Quality self-assessment in %			
On-time-delivery			
Product quality			

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Questions about quality management

		Yes	No	remark
1.1	Is your quality management system certified? If yes, according to which standard (ISO, VDA, etc)? <u>Please attach a copy of the valid certificate</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Do you intend to have your enterprise certified? If yes, to which date: and according to which standard	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	If you are certified according to ISO 9001:2000, do you intend to be certified to a higher standard? If yes, to which date: and according to which standard	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Do you have your own research & development department?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Do you supply comparable parts to other customers?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Do you manufacture documentation-requiring parts?	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Are manufacturing steps executed by suppliers? If yes, which one?	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	Are you prepared to execute the ordering process via EDI (electronic data interchange)?	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	Do you have a CAQ system in the place? If yes, which one?	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	Do you work with FMEA's?	<input type="checkbox"/>	<input type="checkbox"/>	

If the question 1.1 is answered with no, please answer to the questions 2.1 till 2.39.

2.1	Does a quality management system exist?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Do you have implemented objectives e.g. for ppm's, reaction time for 8D reports etc?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Is the QM-System described in a written manual?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Is the quality department independent? Please add your organisational chart.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Is the QM-System examined regularly by internal system audits?	<input type="checkbox"/>	<input type="checkbox"/>	

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		Yes	No	remark
2.6	Are customer demands for quality known to all involved employees? Specifications, dates, quantities, quality agreements etc.	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	Is a written change request procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	Do you determine the training needs systematically and derive training schedules?	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	Do you perform a goods receiving test according test specifications with a zero error principle?	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	Are systematic assessments of suppliers realized?	<input type="checkbox"/>	<input type="checkbox"/>	
2.11	Are test results documented and evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	
2.12	Do you do first sample evaluation before you give your suppliers an approval for serial delivery?	<input type="checkbox"/>	<input type="checkbox"/>	
2.13	Are process decreases accomplished in the enterprise and/or also with your suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	
2.14	During the manufacturing are examinations accomplished after fixed defaults?	<input type="checkbox"/>	<input type="checkbox"/>	
2.15	Are series-accompanying examinations accomplished? (e.g. life span, function, material)	<input type="checkbox"/>	<input type="checkbox"/>	
2.16	Are final inspections accomplished according to inspection schemes after the ZERO ERROR principle?	<input type="checkbox"/>	<input type="checkbox"/>	
2.17	Are statistic methods used? (SPC, error collecting maps, Pareto analysis, test on normal distribution)	<input type="checkbox"/>	<input type="checkbox"/>	
2.18	Are you prepared to check and verify critical process parameters through statistical methods?	<input type="checkbox"/>	<input type="checkbox"/>	
2.19	Do you do risk analysis like FMEA?	<input type="checkbox"/>	<input type="checkbox"/>	
2.20	Are you willing to do risk analysis for products you deliver to Manz?	<input type="checkbox"/>	<input type="checkbox"/>	
2.21	Are inspection results documented, evaluated and derived if necessary measures?	<input type="checkbox"/>	<input type="checkbox"/>	
2.22	Are incorrect parts marked?	<input type="checkbox"/>	<input type="checkbox"/>	

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		Yes	No	remark
2.23	Are incorrect parts separately stored?	<input type="checkbox"/>	<input type="checkbox"/>	
2.24	Is repairing separately accomplished, examined and documented?	<input type="checkbox"/>	<input type="checkbox"/>	
2.25	Are error causes examined and eliminated? (in manufacturing, customer objections)	<input type="checkbox"/>	<input type="checkbox"/>	
2.26	Is there a systematic complaint completion?	<input type="checkbox"/>	<input type="checkbox"/>	
2.27	Do we receive an 8 D report from that to each complaint the causes, measures responsible person and dates come out?	<input type="checkbox"/>	<input type="checkbox"/>	
2.28	Does a written definition exist over the period for safekeeping of documents? Years	<input type="checkbox"/>	<input type="checkbox"/>	
2.29	Are written work instructions provided and used?	<input type="checkbox"/>	<input type="checkbox"/>	
2.30	Is the traceability by finished units secured?	<input type="checkbox"/>	<input type="checkbox"/>	
2.31	Do your order papers contain QM-Demands?	<input type="checkbox"/>	<input type="checkbox"/>	
2.32	Are sub-supplier audited and evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	
2.33	Does a control of inspection, measuring and test exist?	<input type="checkbox"/>	<input type="checkbox"/>	
2.34	Do you frequently calibrate your test & measurement equipment according international standards?	<input type="checkbox"/>	<input type="checkbox"/>	
2.35	Do you confirm test & measurement tool capabilities?	<input type="checkbox"/>	<input type="checkbox"/>	
2.36	Is there a preventive maintenance the all production mechanisms enclosure?	<input type="checkbox"/>	<input type="checkbox"/>	
2.37	Do you agree, that we see your documentation if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
2.38	Are you to be supplied ready commodity with certificate, which confirm the agreement with the quality requirements? (Material proofs, Cpk, Cmk, results from the manufacturing-accompanying examinations...)	<input type="checkbox"/>	<input type="checkbox"/>	
2.39	Are you ready to presented an assigned one (also our customer) of our house your square meter system in form of an audit?	<input type="checkbox"/>	<input type="checkbox"/>	

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3 Were you already audited by customers? (Please fill in.)

Customer name	Date of the evaluation	Result

Remarks

to question	Remark

For the correctness of the data from the supplier:

Signatures
General Management
Quality Management

Date

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Supplier name _____ Manz supplier no _____

Evaluation by Manz

	Questions 2.1 – 2.39		
Number of assessed questions			
Number of questions with yes			
Number of no answers			
Fulfilment level in % (100% if certificate is available)			%
Without certification	<input type="checkbox"/> ISO 9001 <input type="checkbox"/> ISO 14001 <input type="checkbox"/> VDA 6.1 <input type="checkbox"/> EMAS 1836/93 <input type="checkbox"/> QS 9000 <input type="checkbox"/> ISO/TS 16949	No <input type="checkbox"/> No <input type="checkbox"/>	
Customers audits acknowledged	Yes <input type="checkbox"/> Which?	No <input type="checkbox"/>	

	Yes	No
Approval of supplier ... if certification is available or the fulfilment level is above 80% or positive customer audits are accepted, which are not older than 2 years.		
Further actions needed ...if the fulfilment level is under 80%, but the supplier is need for strategic reasons.		

If further actions are needed, please take these next steps:

.....

Remarks:

.....

 Date

 signature purchasing manager