

# SUPPLIER SITE ASSESSMENT APPRAISAL DOCUMENTS

Section	Content
1.0	COMPANY DETAILS .....
2.0	QUALITY.....
3.0	DELIVERY .....
4.0	BUSINESS MANAGEMENT.....
5.0	TECHNOLOGY .....
6.0	RESPONSIVENESS.....
7.0	COMMERCIAL.....
8.0	ENVIRONMENT .....
9.0	SUMMARY.....

# 1.0 COMPANY DETAILS

SUPPLIER				
ADDRESS				
TELEPHONE				
FAX				
E-MAIL				
ANNUAL TURNOVER				
<b>NATIONAL APPROVALS</b>				
BS EN ISO 9000	YES	CERTIFICATE NO.	NO	INTENT
BS EN ISO 14001	YES	CERTIFICATE NO.	NO	INTENT
OTHER (SPECIFY)	YES	CERTIFICATE NO.	NO	INTENT
<b>PRINCIPLE CONTACTS</b>				
POSITION		NAME		DEPUTY
MANAGING DIRECTOR				
QUALITY MANAGER				
SALES MANAGER				
FINANCIAL MANAGER				

## 2.0 QUALITY

QUESTION		COMMENTS
1	Does the supplier have a quality policy?	
2	Does the supplier have a quality manual?	
3	What standard is the manual based upon?	
4	How is corrective action achieved?	
5	How is preventive action achieved?	
6	Is there evidence of goods receiving inspection?	
7	Is there evidence of “in-process” inspection?	
8	Are conforming and non-conforming products segregated?	
9	Are written process instructions available at workstations?	
10	Are appropriate gauges and measuring facilities calibrated	

Corrective action proposals:

Other observations:

### 3.0 DELIVERY

QUESTION		COMMENTS
1	Describe the suppliers planned delivery process	
2	Is there evidence of a “back-up” delivery system?	
3	Does the supplier analyse his delivery performance?	
4	Are there relevant analysis and corrective actions?	
5	Are products identified to allow for identification?	
6	Are products suitably packaged to prevent transit damage?	
7	Can the supplier demonstrate “on-time” delivery?	

Corrective action proposals:

Other observations:

# 4.0 BUSINESS MANAGEMENT

QUESTION		COMMENTS
1	Does the supplier have a single source supply for materials?	
2	How is the supply protected from disruption?	
3	What techniques are used to promote continuous improvement?	
4		
5		
6		
7		
8		

Corrective action proposals:

Other observations:

# 5.0 TECHNOLOGY

QUESTION		COMMENTS
1	Does the supplier offer technical support during a problem with components or material regardless of responsibility?	
2		
3		
4		
5		

Corrective action proposals:

Other observations:

# 6.0 RESPONSIVENESS

QUESTION		COMMENTS
1	Is there a documented returned goods process?	
2	Is there a documented complaint process?	
3	How does the supplier respond to concerns?	
4	How does the supplier communicate the concerns to relevant staff to prevent recurrence of complaint etc?	
5	Can the supplier demonstrate how he planned for and managed change effectively?	
6		
7		
8		

Corrective action proposals:

Other observations:

## 7.0 COMMERCIAL

QUESTION		COMMENTS
1	How do you handle an engineering change?	
2	Do you have a preventive maintenance programme?	
3	Do you utilise “JIT” systems with any customers?	
4	Do you operate any other modern manufacturing techniques (Kanban-cell manufacture etc)?	
5		
6		

Corrective action proposals:

Other observations:

## 8.0 ENVIRONMENT

QUESTION		COMMENTS
1	Does the supplier have a written environmental policy?	
2	Is the supplier aware of all existing legislation, including environmental legislation that influences its business?	
3	Are the suppliers' plant, cleanliness and working conditions adequate to preserve product quality?	
4	Does the supplier operate a prescribed process that requires local authority approval?	
5	Does the supplier hold the relevant approvals?	
6	Has the supplier identified all sources of emissions to water, to air or land?	
7	Does the supplier produce hazardous waste?	
8	How does the supplier dispose of toxic waste or special waste (where applicable)	

Corrective action proposals:

Other observations:

# 9.0 SUMMARY

ELEMENT	COMMENTS
QUALITY	
DELIVERY	
BUSINESS MANAGEMENT	
TECHNOLOGY	
RESPONSIVENESS	
COMMERCIAL	
ENVIRONMENTAL	

APPROVED SUPPLIER STATUS	YES	NO
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**APPRAISAL TEAM:**

Name \_\_\_\_\_ Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Name \_\_\_\_\_ Dated: \_\_\_\_\_ Signature: \_\_\_\_\_