



Supplier Quality Assessment

Company Name	
Address	
Company Representatives	
Date	

Quality Excellence Audit (page 1 of 12)

Scoring Summary:

		Possible %	Total Available Points	Total Points	Actual %
I.	Management Responsibility	4.8	48		
II.	Quality System	4.8	48		
III.	Contract Review	4.6	46		
IV.	Document Control	4.6	46		
V.	Purchasing	5.4	54		
VI.	Purchaser Supplied Product	1.6	16		
VII.	Product Identification and Traceability	4.0	40		
VIII.	Process Control	5.6	56		
IX.	Inspections and Testing	8.8	88		
X.	Inspection, Measuring and Test Equipment	5.0	50		
XI.	Inspection and Test Status	4.0	40		
XII.	Control of Non-Conforming Product	4.0	40		
XIII.	Corrective Action	5.4	54		
XIV.	Handling, Storage, Packaging and Delivery	3.2	32		
XV.	Quality Records	3.2	32		
XVI.	Internal Quality Audits	2.4	24		
XVII.	Training	4.0	40		
XVIII.	Statistical Techniques	8.6	86		
XIX.	Additional Requirements	8.0	80		
XX.	Order Processing	4.2	42		
XXI.	Service	3.8	38		

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		Question		Scoring		Total
	III. Contract Review	Value	0	1/2	Full	Score
1	Is each sales contract reviewed for adequately defined and documented requirements?					
		16				
2	Is there a procedure to review any special order requirements?					
		14				
3	Is there a procedure to ensure that the capability to meet contractual requirements exists?					
		16				
		46				

		Question		Scoring		Total
	IV. Document Control	Value	0	1/2	Full	Score
1	Are there written specifications for <i>ALL</i> products?	10				
2	Is Giles' specification accessible to appropriate personnel and in use for release of product?	16				
3	Are there procedures to control ALL documents and data, ensuring that only current issues exist and are available where needed?					
		10				
4	Are specifications reviewed periodically, and updated as needed?	10				
		46				

Comments

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		Question		Scoring		Total
V. Purchasing		Value	0	1/2	Full	Score
1	Is there a system to ensure that purchased product conforms to specified requirements?					
		14				
2	Is documentation and/or certification control maintained on those material you stock?					
		14				
3	Is there an effective supplier certification program?	12				
4	Is Quality <i>HISTORY</i> considered along with price, delivery, and service when making sourcing decisions?					
		14				
		54				

		Question		Scoring		Total
VI.	Purchaser (Giles) Supplied Product	Value	0	1/2	Full	Score
1	If applicable, are there procedures for verification, storage and maintenance of Giles-supplied products provided for incorporation into Giles products?	16				
		16				

		Question		Scoring		Total
VII.	Product Identification and Traceability	Value	0	1/2	Full	Score
1	Are in-process batches traceable to raw materials and finished products by lot or shipment?	40				
		40				

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		Question		Scoring		Total
X.	Inspection, Measuring and Test Equipment	Value	0	1/2	Full	Score
1	Is there a <i>DOCUMENTED</i> system in place for calibration of instruments, scales, etc.?					
		30				
2	Is the instrumentation accuracy verified on a predetermined time schedule?					
		20				
		50				

		Question		Scoring		Total
XI.	Inspection and Test Status	Value	0	1/2	Full	Score
1	Is product adequately identified as conforming or non-conforming to test requirements throughout production use to ensure that only product that has passed the required testing is used?					
		40				
		40				

Comments:

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		Question		Scoring		Total
XII.	Control of Non-Conforming Product	Value	0	1/2	Full	Score
1	Is non-conforming material adequately identified and segregated from regular production until proper disposition is made?					
		20				
2	Is there a procedure in place to prevent Giles from receiving off-specification materials?					
		20				
		40				

		Question		Scoring		Total
XIII.	Corrective Action	Value	0	1/2	Full	Score
1	Is there a system to address customer complaints and to identify necessary corrective actions?	18				
2	Are retains of finished product maintained and are they available to Giles for problem-solving analysis?	16				
3	Is there a system in place to address and correct the cause of non-conforming product?	20				
		54				

		Question		Scoring		Total
XIV.	Handling, Storage, Packaging and Delivery	Value	0	1/2	Full	Score
1	Is there an inventory control system to avoid use of overage material?	8				
2	Are there adequate procedures for handling, storage, packaging, and delivery of product to prevent damage or deterioration?	24				
		32				

Comments:

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		Question		Scoring		Total
XV.	Quality Records	Value	0	1/2	Full	Score
1	Are records kept of all test results with material certification (CofA's, SPC charts) available?					
		16				
2	Are records maintained which demonstrate achievement of the required quality and the effective operation of the quality system?					
		16				
		32				

		Question		Scoring		Total
XVI.	Internal Quality Audits	Value	0	1/2	Full	Score
1	Are internal audits performed on a regular basis, with corrective actions identified and resolved?					
		24				
		24				

		Question		Scoring		Total
XVII. Training		Value	0	1/2	Full	Score
1	Is there an employee training program?	16				
2	Is there a training/certification program for all analysts performing analytical methods?	16				
3	Is there a training/certification program in SPC for all levels of employees?	8				
		40				

Comments:

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		Question		Scoring		Total
XVIII	Statistical Techniques	Value	0	1/2	Full	Score
1	Are your suppliers required to submit SPC charts (data) with process capability to demonstrate process control?					
		10				
2	Have key process parameters been identified?	10				
3	Are SPC charts used on the production floor for key process parameters?					
		12				
4	Are process capabilities established and maintained on all major processes?					
		10				
5	Are there corrective action procedures for handling out-of-control parameters?					
		12				
6	Is process capability determined for startup of new processes and for changes to existing process?					
		12				
7	Is <i>STATISTICAL</i> (SPC/SQC) data kept on finished product parameters?					
		10				
8	Are statistical techniques used to determine sampling plans and other test schedules?					
		10				
		86				

Comments:

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		Question		Scoring		Total
XIX.	Additional Requirements	Value	0	1/2	Full	Score
1	Is there a program for <i>CONTINUAL</i> quality improvement?					
		16				
2	Is there a meaningful safety program in place?	16				
3	Has the cost of quality been calculated and monitored?					
		8				
4	Are suppliers required to provide prior notification of significant process changes?	16				
5	Are good housekeeping practices evident in the					
	processing areas?	8				
6	Is there a <i>DOCUMENTED</i> procedure in place defining when customers are to notified of significant process change?					
		16				
		80				

Comments:[illegible]

		Question		Scoring		Total
XX.	Order Processing	Value	0	½	Full	Score
1	Is there a system in place to ensure orders are processed promptly and delivered on agreed date?	6				
2	Is there a system in place to detect, trace, and advise Giles on backorders?	6				
3	Is there a system in effect to advise Giles of schedule changes in delivery schedules?	6				
4	Is there a procedure to ensure that Giles' terms, instructions (invoicing, destination, freight, etc.) and pricing are correct before shipping and invoicing?	6				
5	Is there a process to ensure that correct order quantity is being met?	6				
6	Is there a procedure to verify that <i>correct</i> material is being shipped?	6				
7	Is there a procedure to ensure adequate distribution Of current product information, e.g., MSDS, specifications, etc.?	6				
		42				

Comments:

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