XOS Supplier Self-Assessment

1. Introduction

The Supplier Profile, Self-Assessment and Audit are used to help understand a supplier's capability and determine suitability for XOS business.

2. Audit

XOS schedules and performs an on-site audit using the Supplier Audit criteria and Scoring Guide. Audit is scored, pass/fail determined, and results are shared with the supplier.

SCORE	DESCRIPTION
0	Supplier has no procedure/customer requirement knowledge or supporting documentation/evidence
1	customer requirement knowledge, with limited supporting documentation/evidence or 33% conformance.
2	Supplier has formal procedure (documented)/customer requirement knowledge, but inconsistent supporting documentation/evidence or 66% conformance.
3	Supplier has formal procedure/customer requirement knowledge, with consistent supporting documentation/evidence. Supplier meets expectations (100% conformance).

SUPPLIER NAME:			COMPLETION DATE:
COMPLETED BY (NAME):			DOCUMENT:
NUMBER	DESCRIPTION	SCORE	EXPLANATION/DESCRIPTION OF BACK UP DATA
1	MANAGEMENT TRACKING		
1.1	Do you have customer metrics (ex. Customer reported parts per million (PPM), customer complaints, cost reduction, quality responsiveness, etc.)?		
1.2	Do you have internal metrics (ex. first time yield, your supplier defective parts per million (DPPM), efficiency, safety, training, etc.)?		
1.3	Do you have a way to communicate daily with your whole team?		
2	QUALITY REVIEW		
2.1	Do you have a quality meeting with entire (affected) team for internal and external issues?		
2.2	Do you have a weekly team communication with dedicated quality review (ex. review of quality data, documented agenda, visual management)?		
3	CUSTOMER DESIGN RECORDS		
3.1	How do you ensure customer drawings are to correct revision level?		
3.2	Do you have a copy of customer specifications under document control?		
3.3	Do you have lot traceability/serialization in place (is this required, where is it recorded)?		
3.4	How long do you keep records for?		
4	TRAINING		
4.1	Do you have an associate training and qualification process in place and utilized (ex. records to show associates are trained to perform the task assigned, qualified based on experience or trained on-the-job)?		
5	INSPECTION		
5.1	How does an inspector know what to inspect?		
5.2	How is inspection documented?		
5.3	Are CTQ's being measured?		
5.4	Do you have an advanced measurement system? (ex. CMM)		
6	CONTROL PLANS		
6.1	Are Key/Critical Product/Process Characteristics identified as such on Control Plan?		

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6.2	Are material certifications verified for each lot before they are released for production?		
6.3	Is there an appropriate reaction plan for each characteristic on the Control Plan?		
6.4	Do you measure process capability? (ex. CPK, piece by piece basis)		
6.5	Do you provide process charts for each lot/batch?		
6.6	What sampling standard do you follow? How do you establish AQL? (ex. ISO 2859-1)		
7	GAGES, FIXTURES, AND TEST EQUIPMENT		
7.1	Are all gauges, fixtures, and test equipment in good working condition?		
7.2	Do gauges and/or testing equipment need to be calibrated? Is there a master calibration log?		
8	FIRST PIECE APPROVAL		
8.1	Do you have a process for First Piece Approval?		
8.2	Is the First Piece Approval process used at lot changes? If not, why?		
8.3	Is the First Piece Approval process used when a process or tool is changed? If not, why?		
8.4	Is the last part retained for comparison against the next First Piece Approval?		
8.5	Are identified deviations approved by the customer quality department?		
9	WORK INSTRUCTIONS		
9.1	Are work instructions available at every workstation, up-to-date and being followed?		
9.2	Are the work instructions revision controlled?		
9.3	Do the work instructions require signatures/initials for approval?		
9.4	Are there work instructions for equipment set ups?		
10	PREVENTATIVE MAINTENANCE		
10.1	Do you have a formal Preventative Maintenance Program?		
10.2	Is Key equipment/tooling identified?		

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10.3	Are tasks completed in timely manner per schedule?		
10.4	Are records of completion available?		
11	PROCESS FLOW		
11.1	Do you utilize a process flow map or value stream map to follow your process?		
11.2	Are the results recorded anytime there is a deviation in process?		
12	CONTROL OF NON-CONFORMING MATERIAL		
12.1	Are non-conforming materials at workstations clearly identified?		
12.2	Are non-conforming material hold areas defined (locked cage, tape outline, colored bins, etc.)?		
13	CORRECTIVE ACTION		
13.1	Is a root cause analysis performed per a structured "8D" type format?		
13.2	Is an "8D" completed with cross-functional team (ex. quality, mfg., design, sales, hourly personnel, etc.)?		
13.3	Are Corrective Actions completed in timely manner per original target completion date (customer requested or internal targets)?		
13.4	Is your process used for both internal and external PPM's/complaints?		
13.5	Is your process used for both internal and external audits?		
14	SUPPLIER EVALUATION AND MONITORING		
14.1	Do you have evidence of supplier performance monitoring?		
15	LEAN MANUFACTURING		
15.1	Do you have evidence of Lean Manufacturing Techniques (ex. Kanban, 5s, visual workplace, JIT, quick-change, etc.)?		

Total Ave. Score

	SUM SCORE (CALC. AUTO)
	TOTAL # APPL. QUESTIONS
	TOTAL AVE. SCORE Average score of 1 or better is considered Passing. Please note a reason is a supplier is approved with a score lower than 1.

Approved by:_____ Date:_____

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