

Staco Systems Supplier Survey and Questionnaire

Instructions for use:

Short Form Survey:

Completion required by all suppliers. Requests general information for the Staco Vendor database. Please complete and return this form to requester via email immediately upon receipt in order to be added to or updated in our database.

Long Form Questionnaire:

Completion required by suppliers not currently AS9100 or ISO 9000 certified. Survey will be utilized by Staco Purchasing and Quality Departments to assess supplier compatibility with Staco. Please return to requester via email no later than one week after receipt.

SUPPLIER SURVEY – SHORT FORM

Assessment Type: New Supplier Incumbent Revalidation

Supplier's Company Name:		Primary Contact Name:	
Supplier's Address:	<hr/> <hr/> <hr/>	Phone:	<hr/>
		Fax:	<hr/>
		Email:	<hr/>
Remit To (if different)	<hr/> <hr/>	Payment Terms:	
Website	<hr/>		

Fed Tax ID #: _____ (please provide W9)	Annual Sales (USD): \$
<input type="checkbox"/> Privately Owned <input type="checkbox"/> Public Corporation <input type="checkbox"/> Minority Owned <input type="checkbox"/> SDV Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Women Owned Small Business	Subsidiary of or AKA: _____

Supplier's Services	Facilities & Equipment	
What Types of services are provided? (Check all that apply & explain if necessary) <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Service	# of Employees	Plant Size
Detail: _____	# Years in Business	# of Locations
	# of shifts	
	Describe Equipment or Attach List: _____	

What % of your business is with the aerospace industry?	What is your current manufacturing capacity (in percent)?
	1-10 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100 <input type="checkbox"/>

QUALITY SYSTEM – IF CERTIFIED, PLEASE ATTACH COPY OF CERT.

Certification	Exp. Date	<input type="checkbox"/> Not Certified, please answer the following: Y N <input type="checkbox"/> <input type="checkbox"/> AS9100 Compliant? <input type="checkbox"/> <input type="checkbox"/> Quality Plan? <input type="checkbox"/> <input type="checkbox"/> Quality Policy? <input type="checkbox"/> <input type="checkbox"/> Risk Management Program? <input type="checkbox"/> <input type="checkbox"/> Document Retention? <input type="checkbox"/> <input type="checkbox"/> FOD (Foreign Object Debris) Program? <input type="checkbox"/> <input type="checkbox"/> Provide CofC (Certificate of Conformance/Compliance)?
<input type="checkbox"/> ISO 9001 <input type="checkbox"/> AS9100 <input type="checkbox"/> AS 9120 <input type="checkbox"/> NADCAP <input type="checkbox"/> Other _____	_____ _____ _____ _____	
Counterfeit Materials Avoidance Policy? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Conflict Minerals Policy? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Are you willing to allow Staco representatives to visit/audit your manufacturing site on an on-going basis? Yes <input type="checkbox"/> No <input type="checkbox"/>
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KEY CONTACTS

Position	Name, E-Mail and Phone#
President/GM:	
Quality Rep.:	
A/R	

Name of person completing form and certifying accuracy:	Date

Supplier Questionnaire – Long Form

Supplier's Company Name:			
Name of Person Completing form:			
Phone Number:		Email:	

QUESTIONS AND RESPONSES

- The questions posed in this survey are intended to reach beyond the essential business requirements of having programs and processes in place to sustain normal business operations. They are designed to ascertain how well each program and process is implemented and engrained into the supplier's core methods, techniques, behaviors, and culture.
- The Staco Systems Survey Questions are patterned after the requirements of AS9100 (current revision) and designed to focus on a supplier's operational capability in execution of its quality processes.
- The questions and corresponding responses are structured by these criteria:

1 Point – No systemic approach is evident; information is anecdotal. Little or no deployment is evident. Improvement is achieved through reaction to problems. Individual work areas operate independently. There are no business results, trends or comparative information reported.

2 Points – The beginning of an effective approach to requirements is evident. The approach is in its early stages of deployment in most work areas. Early stages of transition from reaction to problems to a general improvement orientation are evident. A few business results are reported. Little trend or comparative information is reported or it is reported for a few areas of importance.

3 Points – An effective systemic approach is evident. The approach is deployed although some areas are in the early stages of deployment. The beginning of a systemic approach to process evaluation and continuous improvement is evident. Improvements and performance levels are reported in many areas. Early stages of trends and comparative information are evident.

4 Points – The approach is well deployed in all areas. A fact based systemic evaluation and improvement process and some organizational learning is in place. Business results are reported in most areas. No patterns of adverse trends or poor performance are evident. Early stages of relevant comparisons and benchmarking are evident.

5 Points - An effective systemic approach, fully responsive to the requirements is evident. The approach is fully deployed without significant gaps or weaknesses. A fact-based evaluation and improvement process is evident throughout the organization. The approach is well integrated with the organizational needs and culture. Business results are reported for all areas. Trends, comparisons and benchmarks are reported and analyzed for improvement opportunities. Business processes and results fully address customer and market requirements.

1. (Quality) Does the supplier have a documented quality manual?

1 Point <input type="checkbox"/>	The supplier does not have a documented quality manual.
2 Points <input type="checkbox"/>	The supplier quality manual is documented but is not being used by the business operation.
3 Points <input type="checkbox"/>	The supplier quality manual is used for production activities but does not have provisions for administrative use in the office areas.
4 Points <input type="checkbox"/>	Production and office personnel use the quality manual.
5 Points <input type="checkbox"/>	The supplier has an established and documented quality management system and continually improves the effectiveness of the quality system through regular validation with its business processes.

Supplier comments

2. (Quality) Does the supplier have a risk assessment/risk management program?

1 Point <input type="checkbox"/>	The supplier does not have a risk management plan and does not recognize a need to assess its risks or a need to determine steps necessary to mitigate any risks.
2 Points <input type="checkbox"/>	The supplier recognizes a need for a risk management plan but has not yet initiated a process or procedure for implementing such a plan.
3 Points <input type="checkbox"/>	The supplier has initiated a process for identifying and assessing its risks. Evidence of Risk Assessment activities is visible (e.g. process maps, value stream maps, design trees, etc.) A Risk Management plan is not available or is in the early stages of development.
4 Points <input type="checkbox"/>	The supplier has an active process for Risk Assessment and has implemented fundamental steps of a Risk Management program. Evidence of reactive risk management efforts is visible.
5 Points <input type="checkbox"/>	The supplier has implemented risk assessment/risk management plans that address both preventative and reactive risk management activities, resulting in risk-informed decision-making. Risk Management appears to be a culture instilled by and driven from the top levels of decision makers. The supplier's risk management culture is a continuous improvement culture.

Supplier comments:

3. (Quality) Does the supplier have a robust internal continuous improvement process and is it flowed down to sub-tier suppliers?

1 Point <input type="checkbox"/>	There is currently no continuous improvement process at supplier.
2 Points <input type="checkbox"/>	Supplier has a continuous improvement process on some customer products but not on all products.
3 Points <input type="checkbox"/>	Supplier and key sub-tier suppliers have a continuous improvement process on all customer products but not on other products.
4 Points <input type="checkbox"/>	Supplier has continuous improvement processes throughout their business. Continuous improvement initiatives are flowed down to some key sub-tier suppliers.
5 Points <input type="checkbox"/>	Supplier and key sub-tier suppliers have continuous improvement processes throughout their businesses.

Supplier comments

4. (Quality) Does the supplier have a current disaster preparedness plan?

1 Point <input type="checkbox"/>	Supplier does not have any procedures addressing disaster preparedness.
2 Points <input type="checkbox"/>	A policy statement exists on disaster preparedness. The supplier has an informal disaster plan.
3 Points <input type="checkbox"/>	The supplier has a documented disaster plan. The plan identifies key individuals, location of key documents, and general actions to be taken in case of a disaster.
4 Points <input type="checkbox"/>	The supplier's disaster plan identifies how business activities will be carried out in case of a disaster (including the death of any key personnel). Included are plans for contacting customers and maintaining production flow.
5 Points <input type="checkbox"/>	The disaster plan allows for one or more contingencies (variations from the basic plan). The plan provides for transferring supplier's technology and work to other facilities if necessary in order to provide continuing customer support.

Supplier comments

5. (Quality) Does the supplier have a defined environmental, health, and safety program in use?

1 Point <input type="checkbox"/>	Supplier's procedures do not address safety. Unsafe conditions observed in supplier's facility.
2 Points <input type="checkbox"/>	Hazardous conditions (e.g. guards removed from machinery in operation, oil on floor, tripping hazards, blocked exits, safety glasses not worn while operating equipment, etc.) are ignored in the supplier's facility. Personnel safety is a low priority.
3 Points <input type="checkbox"/>	Supplier has a policy statement addressing safety. Personnel are trained / instructed in safety issues (training records maintained). Hazardous materials are identified, properly stored and disposed of. Supplier has the MSDS sheets for all chemicals on-site and they are readily available to supplier's personnel. Supplier has proper handling equipment / protective equipment available and it is in use. Observation shows that personal protective equipment is used (e.g. safety glasses, closed toe shoes). Observation indicates that no piping feeds directly into an open drain, and that there is proper venting of any paint booths, plating / etching operations, and chemical hoods.
4 Points <input type="checkbox"/>	Supplier's procedures address environmental and health issues via a policy statement. Supplier has identified an individual responsible for overseeing EHS program within its facility. Safety records (accidents) tracked. Visual controls in place relative to safety performance. Personnel are trained/instructed in safety, environmental, and health issues. OSHA 200 log of recordable injuries is available and annual posting is displayed and current.
5 Points <input type="checkbox"/>	Procedures address safety in manufacturing process, material handling, and design of work. Procedures address notifying customers if safety matters (e.g. accidents, lost time) will affect product quality or delivery. Supplier utilizes a safety checklist and conducts audits to evaluate environmental, health, and safety conditions. Supplier is conducting hazard analysis, covering the programs of energy control, machine guarding, powered industrial trucks, cranes, hoists and lifts, radiation, confined spaces, and blood borne pathogens (as applicable to supplier's site). All applicable regulatory agencies' permits are in place.

Supplier comments

6. (Quality) Are records of conformity to requirements and effective implementation of the quality management system maintained and readily available when requested by the customer?

1 Point <input type="checkbox"/>	The supplier does not maintain records of conformity to requirements or to its quality management system.
2 Points <input type="checkbox"/>	The supplier maintains records. Some of the records are not legible and/or do not tie to the quality management system.
3 Points <input type="checkbox"/>	The supplier maintains conformity and quality management records but the records are not well organized or managed. Some of the records are not legible and/or some records are missing and not readily retrievable.
4 Points <input type="checkbox"/>	The supplier maintains legible complete conformity and quality management records. The records are legible, readily identifiable and retrievable.
5 Points <input type="checkbox"/>	Procedures define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of the records. Records are established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. The records are readily available when requested by the customer.

Supplier comments

7. (Quality) Does the supplier have documented Work Instructions for manufacturing of product?

1 Point <input type="checkbox"/>	Supplier does not have Work Instructions for manufacturing
2 Points <input type="checkbox"/>	Some informal Work Instructions are available but documentation is not controlled. Key fabrication and assembly processes are not identified.
3 Points <input type="checkbox"/>	Some informal Work Instructions are available and in use but there is no evidence that documentation is controlled or maintained. Key fabrication and assembly processes are identified
4 Points <input type="checkbox"/>	Formal Work Instructions are available for most manufacturing processes and the documents are controlled through a formal release system.
5 Points <input type="checkbox"/>	Formal Work Instructions are utilized for all processes. A robust document control system is utilized to manage documentation which includes a method to ensure that only controlled documents are utilized. Work Instructions provide detailed fabrication and assembly steps and highlight steps that are critical to correct manufacture of the product.

Supplier comments

8. (Ops) Does the supplier have procedures & work instructions that define methods of packaging products for shipment to its customers that ensures damage will not occur during normal delivery process?

1 Point <input type="checkbox"/>	No formal shipping procedures are evident.
2 Points <input type="checkbox"/>	Informal work instructions are available to generally guide the shipping function. Little or no evidence of customer requirements are evident.
3 Points <input type="checkbox"/>	Formal procedures or work instructions are in use. The instructions cover basic common shipping practices but do not address special packaging requirements or carrier selection.
4 Points <input type="checkbox"/>	The supplier has procedures or work instructions that address basic shipping practices, special packaging and cartage requirements. There is little or no evidence of customer shipment notification or shipment tracking capability.
5 Points <input type="checkbox"/>	The supplier follows a documented shipping procedure to meet customer requirements. Shipping containers are designed to adequately protect the customers' products during transit. The supplier utilizes a formal process for managing logistics, including the selection of carriers and the payment of shipping premiums. It is capable of and supports customer requirements for advanced shipping notices. The supplier provides shipment-tracking services to its customers. The supplier also complies with market requirements for environmentally friendly packing and dunnage.

Supplier comments

9. (Ops) Does the supplier have documented procedures that provide instructions on how components, assemblies and raw materials are to be handled and stored?

1 Point <input type="checkbox"/>	Supplier's procedures do not address material handling or storage. Material handling is inadequate and places product at risk of handling damage.
2 Points <input type="checkbox"/>	Handling and storage of material appear to be adequate to prevent damage. Aged and environment controlled material storage is available. No procedures exist that define storage and handling controls.
3 Points <input type="checkbox"/>	Supplier's procedures define how material and products are to be handled and stored throughout the manufacturing process. Supplier's procedures identify the records to be maintained, the duration of retention, and method for disposal of obsolete records. Procedures define the storage and handling of aged and environmentally controlled materials.
4 Points <input type="checkbox"/>	Supplier's procedures define how product is to be stored so that oxidation and contamination are prevented. Procedures define authority for releasing product from storage areas to either production or shipping. Aged and environmentally controlled product storage is monitored and validated on a periodic basis.
5 Points <input type="checkbox"/>	The supplier tracks inventory turns. It has a formal process for ensuring stock rotation and the management of date sensitive shelf life components and materials. The supplier has a process for prevention of product damage and preserving product integrity, including correct storage facilities, temperatures and humidity. Non-conforming material is quarantined in controlled areas and not allowed to commingle with other inventory. Purchased product is not consumed or processed until it has been verified as conforming to specified requirements.

Supplier comments

10. (Quality) Does the supplier assure contamination free, clean products throughout its manufacturing process (FOD program)?

1 Point <input type="checkbox"/>	Procedures do not address product cleanliness. Products seen during manufacturing processes are contaminated.
2 Points <input type="checkbox"/>	Supplier assures that completed products are clean both internally and externally from rust, oil, loose powder, metal chips or any other contaminants that may remain from the manufacturing operations. Clean parts are coated with preservatives and packaged protectively prior to shipment to customers.
3 Points <input type="checkbox"/>	Supplier provides parts that have been subjected to a final cleaning process that is in compliance with the requirements. Parts delivered to customers are clean and free of contamination. Supplier appears to have a FOD program but there is no evidence of management support or compliance activity.
4 Points <input type="checkbox"/>	Product handling and packaging throughout manufacturing processes is designed to prevent contamination. FOD program appears active and compliance is encouraged.
5 Points <input type="checkbox"/>	Supplier has cleaning capability in accordance with the requirements. Product cleanliness is routinely verified on all products prior to stocking and prior to delivery to customer as required. The supplier has provisions for cleaning; prevention, detection and removal of foreign objects; special handling for sensitive products; marking and labeling including safety warnings; shelf life control and stock rotation; and special handling for hazardous materials.

Supplier comments

11. (Ops) Does the supplier have a formal maintenance program for its manufacturing equipment?

1 Point <input type="checkbox"/>	Procedures do not address maintenance of equipment. Corrective maintenance is performed on equipment only when failure occurs.
2 Points <input type="checkbox"/>	Preventive maintenance is performed irregularly. Records of corrective and preventative maintenance are not complete. Equipment is clean and appears to be maintained.
3 Points <input type="checkbox"/>	Procedures define a preventive maintenance program. A preventive maintenance schedule exists and is followed. Records reflect that preventative maintenance is performed per schedule and corrective maintenance is fully documented.
4 Points <input type="checkbox"/>	Historical maintenance of each piece of equipment is tracked. Machine availability (up time) is measured. A Total Productive Maintenance (TPM) process has been introduced and is in the early stages of implementation.
5 Points <input type="checkbox"/>	Machine capability studies are performed. Visual controls on equipment maintenance are seen throughout manufacturing areas. An active fully implemented TPM process is in place to ensure machine availability (up time).

Supplier comments

12. (Ops) Does the supplier have a formal maintenance program for customer owned tooling/fixtures

1 Point <input type="checkbox"/>	Procedures do not address maintenance of customer owned tooling/fixtures. Corrective maintenance is performed on equipment only when failure occurs.
2 Points <input type="checkbox"/>	Preventive maintenance is performed irregularly. Records of corrective and preventative maintenance are not complete. Tooling/Fixtures are clean and appear to be maintained.
3 Points <input type="checkbox"/>	Procedures define a preventive maintenance program. A preventive maintenance schedule exists and is followed. Records reflect that preventative maintenance is performed per schedule and corrective maintenance is fully documented.
4 Points <input type="checkbox"/>	Historical maintenance of each customer owned tooling/fixture is tracked. Machine availability (up time) is measured. A Total Productive Maintenance (TPM) process has been introduced and is in the early stages of implementation.
5 Points <input type="checkbox"/>	Visual controls on customer owned tooling/fixture maintenance are seen throughout manufacturing areas. An active fully implemented TPM process is in place to ensure that customer owned tooling/fixtures are in acceptable production condition.

Supplier comments

13. (Ops) Does the supplier have a defined training program that assesses training needs, provides training, and evaluates training effectiveness?

1 Point <input type="checkbox"/>	Supplier's procedures do not address training. No training program in place.
2 Points <input type="checkbox"/>	Supplier has an informal training program, based upon peer and "on the job" training.
3 Points <input type="checkbox"/>	Supplier's procedures define training requirements for personnel performing quality functions (inspection and disposition of nonconformance's), including operators or test technicians performing inspections / tests. Records of training conducted are current and available for review.
4 Points <input type="checkbox"/>	Supplier identifies training needs for all personnel associated with product manufacturing and inspection and has a documented plan for such training. Records of training are current.
5 Points <input type="checkbox"/>	Supplier identifies training needs for all of its personnel. Supplier has a documented training plan and the training records are current. Supplier periodically assesses the effectiveness of its training program.

Supplier comments

14. (Ops) Does the supplier have adequate equipment, space and organization for production and administrative personnel?

1 Point <input type="checkbox"/>	Working space is restricted, lighting is poor, machines appear worn and other conditions exist that might impair compliance with the customer's requirements. Offices and administrative areas are not organized.
2 Points <input type="checkbox"/>	Working space, lighting, machinery and other conditions are basically adequate in the production areas. Offices and administrative areas are adequately organized to ensure customer satisfaction.
3 Points <input type="checkbox"/>	Working space appears conducive but no evidence of basic 5-S techniques can be found. There is no visible flow of materials or information.
4 Points <input type="checkbox"/>	The supplier has plans for 5-S but the plans have not been fully implemented. The plans do include some focus on the availability of work instructions and equipment, and the use of measuring devices.
5 Points <input type="checkbox"/>	The supplier has implemented a 5-S plan. The plan includes the availability of information, the availability of work instructions and equipment, and the use of measuring devices. The supplier has also provided for the infrastructure needed to achieve conformity to product requirements. Infrastructure includes, as applicable buildings, workspace and associated utilities, process equipment, and supporting services such as transportation, communication, and administration.

Supplier comments

15. (CS) Does the supplier manage customer due dates and are these dates communicated throughout the organization including sub-tier suppliers?

1 Point <input type="checkbox"/>	The supplier does not have any process for managing customer due dates after the original customer order has been accepted.
2 Points <input type="checkbox"/>	The supplier has an informal process for managing customer due dates that usually is implemented only when customer delivery issues arise.
3 Points <input type="checkbox"/>	The supplier has a documented due date management process. It reviews customer due dates as necessary. The supplier generally tracks its customer due date performance. No sub-tier due date management process is evident. Significant effort is given to expediting sub-tier shipments and line shutdown occurs regularly.
4 Points <input type="checkbox"/>	The supplier has a formal process for ensuring due date performance with its customers and sub-tier suppliers. This performance is not typically shared with its customers or sub-tiers.
5 Points <input type="checkbox"/>	The supplier has a formal process for managing and coordinating due dates with its customers. Regular due date reviews are conducted to ensure customer satisfaction. The supplier utilizes customer furnished web sites and other electronic media to coordinate due date performance. The supplier promptly notifies its customers when due date constraints arise. The supplier tracks its performance to customer due date, tracks its sub-tiers' due date performance and provides performance feedback to its sub-tier suppliers. Corrective actions and continuous improvement efforts are taken to improve due date performance.

Supplier comments

16. (CS) Does the supplier have a documented contract review process for reviewing its customers' contracts prior to acceptance to ensure it can meet the contract requirements?

1 Point <input type="checkbox"/>	The supplier does not have a documented contract review process or procedures.
2 Points <input type="checkbox"/>	The supplier has documented contract review procedures. No evidence is available to indicate that the process is being followed. Quality, procurement or other affected departments are not involved in the review process.
3 Points <input type="checkbox"/>	The supplier has a documented contract review process and the sales/contracts personnel are following the procedures. Other affected departments are not involved in the contract review process.
4 Points <input type="checkbox"/>	The supplier has a documented contract review process and the sales/contracts personnel are following the procedures and other affected departments are involved in the contract review process. Evidence that the supplier has contacted the customer regarding vague or conflicting requirements are not available. Includes review of requirements from a design, manufacturing, inspection, etc., process as applicable.
5 Points <input type="checkbox"/>	The supplier reviews all of the requirements related to the customer's product. The supplier conducts the review prior to giving its commitment to the customer. The supplier also ensures that product requirements are defined, and contract or order requirements differing from those previously expressed are resolved.

Supplier comments

17. (Purch) Does the supplier and major sub-tier suppliers (if required by contract) have a robust process for evaluating incoming materials?

1 Point <input type="checkbox"/>	Suppliers do not have certs on all in-coming materials 100% of the time.
2 Points <input type="checkbox"/>	Supplier and sub-tier suppliers get certs 100% of time but supporting data is not received 100% of the time.
3 Points <input type="checkbox"/>	Supplier and sub-tier suppliers get certs and supporting data 100% of the time.
4 Points <input type="checkbox"/>	Supplier and sub-tier suppliers get certs with supporting data and validate data against requirements 100% of the time.
5 Points <input type="checkbox"/>	Supplier and sub-tier suppliers get certs with data and validate data against requirements 100% of the time. Supplier also has an internal process for performing random audits to independently validate cert data.

Supplier comments

18. (Purch) Does the supplier monitor sub-tier quality and delivery performance?

1 Point <input type="checkbox"/>	The supplier does not monitor or report its sub-tier supplier performance.
2 Points <input type="checkbox"/>	The supplier tracks its sub-tier suppliers' quality performance but does not report its findings to the sub-tier. No evidence can be found regarding sub-tier delivery performance.
3 Points <input type="checkbox"/>	The supplier tracks its sub-tier suppliers' quality and delivery performance. Some reports are sent to the sub-tier suppliers but this reporting is not provided on a regular basis or it is limited to only some of the sub-tier suppliers.
4 Points <input type="checkbox"/>	Sub-tier quality and delivery performance is tracked and reported on a regular basis with the entire sub-tier supply base. Formal corrective actions are required for sub-standard quality performance. No formal corrective action is required for sub-standard delivery performance.
5 Points <input type="checkbox"/>	Sub-tier quality and delivery performance is tracked and reported on a regular basis with the entire sub-tier supply base. Supplier performance is tracked and reported to the sub-tier supply base along with minimum performance expectations. Sub-tier suppliers falling below the established minimums are issued corrective actions.

Supplier comments

19. (Purch) Are applicable customer requirements flowed down to the sub-tier suppliers?

1 Point <input type="checkbox"/>	The supplier does not have a clearly defined process for flowing down requirements through purchasing documents.
2 Points <input type="checkbox"/>	Weak or missing portions of the requirements in the purchasing documents that are flowed down to the sub-tier suppliers exists.
3 Points <input type="checkbox"/>	Requirements are flowed down to the sub-tier suppliers. The collection and dissemination of documentation is awkward and cumbersome.
4 Points <input type="checkbox"/>	Customer requirements are flowed-down to the sub-tier suppliers. Requirements are detailed but not included in purchase order documents.
5 Points <input type="checkbox"/>	Purchasing information describes the product to be purchased, includes requirements for approval of product, procedures, processes and equipment, requirements for qualification of personnel, and the sub-tiers' quality management system requirements.

Supplier comments

20. (Purch) Does the supplier utilize and maintain an updated Approved Supplier List?

1 Point <input type="checkbox"/>	No sub-tier supplier management plan is evident.
2 Points <input type="checkbox"/>	Supplier has a method to manage sub-tiers but such method is not documented. Does not utilize an approved supplier list.
3 Points <input type="checkbox"/>	The Supplier's sub-tier management plan documents controls for sub-tier suppliers and captures all the elements of the standards that are required by ATK for the Tier 1 Supplier. Supplier has an Approved Supplier List but it is not maintained or reviewed.
4 Points <input type="checkbox"/>	The supplier has a documented sub-tier management program that defines the controls required for each critical purchase and the extent of control is consistent with the criticality of the parts being purchased. Plan includes regular reviews and corrective action for non-conformance. Supplier uses and maintains an Approved Supplier List. There is no evidence of process audits or validation efforts.
5 Points <input type="checkbox"/>	The supplier has a documented sub-tier management plan that ensures its purchased products conform to specified purchase requirements. The supplier regularly audits its sub-tiers for compliance. The supplier has a current register of approved suppliers that includes the scope of the approval; periodically reviews supplier performance; and records these reviews. The supplier further defines the necessary actions to take when dealing with suppliers that do not meet requirements.

Supplier comments

SCORING SUMMARY

Supplier Name _____

Question	Score					
	N/A	1	2	3	4	5
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Question	Score					
	N/A	1	2	3	4	5
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

TOTAL SCORE:

AVERAGE SCORE:

SECTION BELOW IS FOR STACO SYSTEMS USE ONLY

Risk Assessment

Risk Factors	Risk Measurement			Is Risk Acceptable?	
	LOW	MEDIUM	HIGH	Yes	No
Sole Source					
Lead Time					
On Time Performance					
Certification					
Stability (years in business)					
Vendor Number:	Payment Terms:				
Scope:					