



Supplier assessment questionnaire



Supplier assessment questionnaire

Potential supplier

Re-assessment

General information

Company	Telephone
Street	Fax
City	E-mail
ZIP code	Internet
Country	DUNS No.

Company profile

Legal form	Year of foundation
Shareholder/Owner	
Subsidiaries (if any)	

Personnel

Company departments

Department	Manager			No. of employees
	Name	Direct phone	E-mail address	
CEO, President				
Managing Director				
Quality				
Sales				
R&D				
Process Engineering				
Production				
Logistics				
Purchasing				
Administrative office				
Contact person for RFQs				

Personnel breakdown

Shift	Schedule	White collars	Blue collars		Temporary	Total	Turnover rate	Absenteeism
			Direct	Indirect				
Non-shift								
1 st Shift								
2 nd Shift								
3 rd Shift								
Total	—							
Working shifts available				Working shifts used				

Company data

Turnover – company & Group (if applicable)

	Company turnover	Currency	Sales trend	Currency
Forecast current year				
Last year				
2 years ago				

By market (in %)

	% of sales		
Domestic	Europe	Others	In the automotive industry

Customers

Main customers	Product	Sales turnover (%)			Country
		Current year	Previous year	2 years ago	

Suppliers

Main suppliers	Product	Sales turnover (%)			Country
		Current year	Previous year	2 years ago	

Product range

Main products	Sales turnover (%)		
	Current year	Previous year	2 years ago

Facilities

Dimensions (m²)

Covered area	Open area	Total

Production equipment

Please attach a list of your production equipment detailing type, dimensions of the parts that can be machined, quantity and year of construction.

Engineering & reliability test equipment

Please attach a list of the equipment used for engineering and reliability tests.

Facilities (follows)

Engineering & reliability test equipment

Please attach a list of the equipment used for engineering and reliability tests.

Measurement and test equipment

Please attach a list of your test equipment (e.g.: CMM, metallurgical laboratory equipment, ecc.) detailing type, quantity and year of construction.

Measurements and tests

Please attach a list of the measurements and tests that can be performed at your premises (e.g.: hardness tests, cleanliness, etc.).

IT equipment

IT equipment	Name	Supplier
CAD-Systems 2D		
CAD-Systems 3D		
FE-Analysis		
Fatigue analysis		
DOE (Design of Experiments)		
Project management		
3D modelling control		
ERP (Enterprise Resource Planning)		
MPS (Master Production Schedule)		
MRP (Manufacturing Requirement Planning)		
EDI (Electronic Data Interchange)		
Videoconference		
Office communication		

Logistics and planning

Production and supplier planning (please tick the methods used)

Closed orders	Delivery schedules	Kanban	(ROP) Reorder point
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Planning frequency

Weekly	Bimonthly	Monthly	Other (please detail):
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Production capacity analysis

Please fill in the Production Capacity Check-list (if attached)

Maintenance

How would you describe your equipment and tooling preventative maintenance (PM) program?

Informal preventative maintenance program.

Formalized preventative maintenance program.

Preventative maintenance schedule and completion is documented. Most preventative maintenance activities are completed per schedule. Reactive repairs drive improvement in preventative maintenance on critical equipment and tooling.

Formalized preventative maintenance program.

Preventative maintenance schedule and completion is documented. Most preventative maintenance activities are completed per schedule. Reactive repairs drive improvement in preventative maintenance on critical equipment and tooling. Critical equipment and tooling are assigned specific owner and maintenance schedule. Maintenance records are documented. Total Productive Maintenance (TPM) and Predictive Maintenance are utilized effectively. Critical spare parts are available within the facility.

Risk management

How do you manage your environmental, geographical and political risk and internal operation disruptions?

Includes natural disaster, political unrest, war, utility outages, work place violence, bomb threat, protest, security issues, improper access of computer systems, work stoppage, etc.

We are aware of potential risks to the business.

Contingency plans are documented and cover most identified risks.

Plan includes most catastrophic events but missing personnel contact information. Plan accounts for loss of building.

Contingency plans are documented and cover most identified risks.

Plan includes all personnel and external contact information. Back up manufacturing has been identified and PPAP'd. Supplier regularly reviews and practices plan. Plan allows proactive and timely communication with customers and suppliers. Contingency plans are stored on the system and action owners maintain a hard copy for use in crisis.

Quality

Which of the following IATF Core tools are applied in your company?

Advanced Product Quality Planning (APQP)

Measurement System Analysis (MSA)

Production Part Approval Process (PPAP)

Failure Mode and Effect Analysis (FMEA)

Statistical Process Control (SPC)

Certifications

Certification	Certificate No.	Certification date	Expiry date	Certifying institute	Scope of registration	Planned within 12 months

Please attach a copy of your certificate(s)

Environment, health and safety

What is your accident rate for the last 12 months? (H&S → ratio of accidents over hours worked)

Have you been prosecuted in the last 5 years for a breach of H&S legislation? Yes No

How many reportable incidents have you had concerning a breach of environmental legislation in the last 12 months?

Have you been prosecuted in the last 5 years for a breach of environmental legislation? Yes No

Sub-suppliers

Which operations do you subcontract?

Are your sub-contractors ISO 9001 certified? Si No

Please attach the following documents (unless you have already done it)

Potential suppliers

- › Written acceptance of Carraro Code of Ethics
- › Confidentiality agreement
- › Company registration/business authorization or licence (for non Italian suppliers only)
- › Italian Company Registration Report (for Italian suppliers only)
- › Last annual balance sheet
- › Organisational chart
- › Layout

Carraro suppliers

- › Written acceptance of Carraro Code of Ethics
- › Confidentiality agreement
- › Company registration/business authorization or licence (for non Italian suppliers only)
- › Italian Company Registration Report (for Italian suppliers only)
- › Last annual balance sheet
- › Organisational chart
- › Layout
- › Written acceptance of organisation, management and control model (231 Model)
- › Insurance certificate
- › Signed CPN contract
- › Acceptance of Carraro purchasing terms and conditions

Date _____

Name _____

Signature _____

Supplier Assessment Questionnaire

Enclosure for foundries

Total productive capacity
(Tonnelate)

Material grades	% on total production	International specifications known and applied for each material grade				
Gray cast iron	%	EN 1561	ASTM A 48	JIS G 5501	Altro (specificare):	
Spheroidal graphite cast iron	%	EN 1563	ASTM A 536	JIS G 5502	Altro (specificare):	
Other	%					

Casting weight min (Kg)	Peso getti max (Kg)
Total p/n in series production	Total p/n cast daily
Scrap percentage foundry	Scrap percentage customers

Melting shop

Working shifts	available	used
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Type	No.	Capacity	Technology applied

Spheroidizing process applied

Moulding line

Working shifts	available	used
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Machines and equipment	Mould-hour	Flask size

Core shop

Working shifts	available	used
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Machines and equipment	If the process is outsourced please list the suppliers

Fettling shop

Working shifts	available	used
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Process	Description	Machine/equipment list	If the process is outsourced please list the suppliers
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Fettling			
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Cleaning			
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Finishing			
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Is the paint data sheet attached?	Yes	No	
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Machining shop capability

Working shifts	available	used
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Machines and equipment	If the process is outsourced please list the suppliers
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Pattern shop

Machines and equipment	Technology applied	If the process is outsourced please list the suppliers
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Key performance indicators	2 years ago	Previous year	Current year (internal production)	Current year (external production)	Expected
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New pattern lead time					
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Total new patterns manufactured					
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Total reconditioned patterns					
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Total modified patterns					
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