



# Supplier assessment questionnaire



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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 <sup>st</sup> Shift								
2 <sup>nd</sup> Shift								
3 <sup>rd</sup> Shift								
<b>Total</b>	—							
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 (m<sup>2</sup>)

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 \_\_\_\_\_



**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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