15 Tech Valley Drive, East Greenbush, NY 12061

Comprehensive Supplier Evaluation Report

Date _____

Supplier Name _____ **Company Website** _____

Street Address _____ **Phone** _____

City, State, Zip _____ **Fax** _____

Other Location(s) _____

PRIMARY CONTACTS

Title	Name	E-Mail Address
President or General Mgr.		
Operations Manager		
Production Manager		
Sales or Account Manager		
Engineering Manager		
Quality Manager		
EHS Leader (see Q54)		
Other (specify)		
Other (specify)		

QUALITY SYSTEM CERTIFICATION (provide a copy of certificate)

Type of Certification(s) _____ Registrar _____

Original Issue Date _____ Expiration _____

ENVIRONMENTAL SYSTEM CERTIFICATION (provide a copy of certificate)

Type of Certification(s) _____ Registrar _____

Original Issue Date _____ Expiration _____

CONFIDENTIALITY

Is there a signed Supplier Confidentiality Agreement in place? ☐ No ☐ Yes – Dated

XOS QUALITY REQUIREMENTS REVIEW

I have reviewed and understand the quality requirements in the XOS Supplier Quality Manual at www.xos.com.

Name _____ Signature _____ Date _____

Form Rev: 09-JUL-13

QUESTIONNAIRE (attach applicable documentation or substantiation, as appropriate)

Facilities and General Company Data

1. Total Plant sq. ft: Number of Buildings: Number of Employees:
2. Maintenance of Structure: ☐Excellent ☐Good ☐Fair ☐Poor
3. General Housekeeping (Shop Floor & Office): ☐Excellent ☐Good ☐Fair ☐Poor
4. ☐Publically Held ☐Privately Held - Primary Shareholder
5. Years in Business Annual sales last 2 yrs Projected Sales current yr
6. Current Capacity
7. Describe shutdown practices (company and country), hours of work, vacation schedules, holidays, scheduled shutdowns, shifts operated, ability to add shifts, work weekends, extend hours, overtime.
8. ☐Non-Union ☐Unionized - Union affiliation Contract expiration Describe the Labor Relation's history including strike history. Is there a strike contingency plan?
9. Document the language of specifications, procedures and communications Is there a need for written or spoken translation into English?
10. Does the system support both English and metric system?
11. Describe internal training abilities
12. Describe the stability of the workforce (employee turnover rate)
13. Describe the disaster contingency plan (how will product be manufactured and delivered in case of accidents, problems and disasters?)
14. Describe any litigation history, current outstanding issues with customers, employees, suppliers, local, national or international agencies
15. Describe any personnel succession / continuity plans

Logistics

16. List location of nearest airports, trucking depots and other possible transportation modes

17. Describe any logistics issues (distance, time zone, etc.)

18. Time zone and normal working hours of daily contacts

Financial Health

19. Dunn & Bradstreet Number

20. Describe any financial irregularities

Supplier Indemnification

21. List current customers with indemnification agreements

22. Is the supplier willing to negotiate an indemnification agreement with XOS?

Machine and Process Technology

23. Describe the latest equipment or process technology being used

24. Describe the equipment or process technologies to be used on XOS's product

25. What % of profit dollars are reinvested each year?

26. Describe equipment effectiveness as measured by TPM, up-time

27. Describe in-house testing capability, (vs. sending outside), including test equipment and personnel training

Market and Customer Position

28. Describe major industries served and percentage of total sales

29. List the major customers in the trucking and automotive industry

30. Projected XOS/DHR portion of business (%)

31. Is another customer more than 25% of the supplier's business?

32. Describe the strategy of the largest customer

Sense of Urgency

33. Describe response time (hours, days) for customer issues

34. How is sorting at the customer's facility handled?

Flexibility

35. Are Saturdays, Sundays, or holidays considered to accommodate urgent requests or address capacity issues?

36. Is there a willingness to break into a machine run or set-up to accommodate urgent requests

37. Describe flexibility to address customer changes in design, schedule and procedures?

EDI Connections

38. Names of customers using EDI or E-commerce

39. Is there a detailed plan, with a timetable to implement EDI?

Value-Added support during development

40. Provide examples of supplier value-added support

41. Provide examples of taking initiative to facilitate development improvements

42. Describe engineering tools (Pro-E, solid modeling) utilized

Development Lead-time and Costs

43. Describe past performance concerning development delivery and cost targets

44. Describe how development projects are managed

Value Improvement Projects

45. Describe the value improvement system

46. Describe the resources value improvement projects

47. Provide examples of completed projects completed with results

Technical Support

48. Describe technical support capabilities

49. Where are technical and engineering support services located

50. Where is sales and customer service support located

Environmental Health & Safety

51. Describe the environmental policy

52. Describe the environmental risk reduction plan

53. Is the facility in compliance with all applicable environmental regulations?
    Describe any recently completed or ongoing actions in response to violations to environmental regulations

54. How is the environmental health and safety compliance function managed?

    (Include contact information on Page 1)

55. Describe the safety program

56. What is the current OSHA rate?
    How does this compare to others in your industry?

57. Describe activities to improve safety

Continuous Improvement

58. Describe how strategic goals are developed, documented and communicated throughout the organization

59. Explain how performance measures tie to strategic objectives

60. Describe actions when performance measures do not meet targets

61. Define resources assigned to continuous improvement

62. Describe management review process and frequency

63. Describe resources applied to Continuous Improvement

64. Describe any employee suggestion program

65. Describe utilization of Kanban

66. Describe the use of Just in Time manufacturing

67. Describe use of 5S

68. Describe how Standard Work is utilized

69. Describe recent Continuous Improvement (Kaizen) activities

70. Describe Problem Solving capabilities

MANUFACTURING CAPABILITIES (Provide a list of facilities equipment and tools)

Commodity / Process	Capability	Commodity / Process	Capability
Assemblies (Major/Minor)		Heat Treatment	
Bearings		Machining	
Brazing		Name Plates	
Bushings		Plastic / Injection Molding	
Coils		Powder Carbide	
Casting - Aluminum		Powdered Metal	
Casting – Die		Printed Circuit Boards	
Casting – Grey / Ductile		Shot Peening	
Casting - Investment		Solenoid Valves	
Camshafts		Springs	
Ceramics		Stampings	
Connectors		Steel Bar	
Cold Forming		Studs / Bolts	

Controls (valve/air)		Switches	
Electrical Components		Terminals	
Electrical (Distributor)		Wire Harnesses	
Fasteners (Distributor)		Welding	
Fittings / Hoses		Other (describe)	
Forging		Other (describe)	
Gaskets / O-Rings / Seals		Other (describe)	

PERFORMANCE

Quality Performance

1. Incoming (supplier) Quality PPM (last 12 months)
2. Internal Quality PPM (last 12 months)
3. External Quality PPM (last 12 month)
4. Customer report card quality results (min 2 customers) (provide copies of report card)
5. Types of Customer quality issues listed in report card

Delivery Performance

1. On-time-delivery performance (last 12 months)
2. Customer report card delivery results (min 2 customers) (provide copies of report card)
3. Types of Delivery issues listed in Report Card

AUDIT WORKSHEET

Question Scoring: Within each element the results for each question is marked in the right hand column as follows:

- 2 = Requirement is met and effectively implemented.
- 1 = Requirement is met, but there are minor inconsistencies in implementation.
- 0 = Requirement is not met, or there are major inconsistencies in implementation.

Quality System Effectiveness		Score	Comments
Quality System and Certification			
1	Is the quality system currently registered to ISO 9001 (3 pts.) or TS-16949 (5 pts.)?	☐ 5 ☐ 3 ☐ 0	
2	Are internal audit procedures documented, followed-up and effective?	☐ 2 ☐ 1 ☐ 0	
3	Is the supplier on any type of containment or controlled shipment?	☐ 2 ☐ 1 ☐ 0	
4	Does the Management Representative have the proper level of authority, and reside on-site?	☐ 2 ☐ 1 ☐ 0	
Advanced Product Quality Planning			
5	Are regular design reviews conducted?	☐ 2 ☐ 1 ☐ 0	
6	Is a robust APQP process in place?	☐ 2 ☐ 1 ☐ 0	
7	Is an RPN reduction plan in place?	☐ 2 ☐ 1 ☐ 0	
8	Are APQP documents (Control Plan and PFMEA) reviewed and updated on a regular basis?	☐ 2 ☐ 1 ☐ 0	
Control of Supplied Product			
9	Is a defined process utilized to select and monitor suppliers?	☐ 2 ☐ 1 ☐ 0	
10	Is the PPAP process used for approval of supplier product?	☐ 2 ☐ 1 ☐ 0	
Work Instructions and Document Control			
11	Is a revision control system for operator work instructions utilized?	☐ 2 ☐ 1 ☐ 0	
12	Does the document control system include forms?	☐ 2 ☐ 1 ☐ 0	
13	Are work instructions available to the operator at the point of use?	☐ 2 ☐ 1 ☐ 0	
14	Are there procedures for hand-written notes and changes to work instructions?	☐ 2 ☐ 1 ☐ 0	
Process Control and Control of Measurement/ Test Equipment			
15	Are work areas maintained in a clean and orderly manner?	☐ 2 ☐ 1 ☐ 0	
16	Is data used to monitor the process? Do CpK studies exist? Up to date?	☐ 2 ☐ 1 ☐ 0	
17	Are control plan requirements correctly transferred to other shop documentation?	☐ 2 ☐ 1 ☐ 0	
18	Are control characteristics (Critical/Major/KCC) noted on operator work instructions?	☐ 2 ☐ 1 ☐ 0	
19	Are there reaction plans for out-of-control processes?	☐ 2 ☐ 1 ☐ 0	
20	Are gages controlled and traceable? Is calibration status obvious?	☐ 2 ☐ 1 ☐ 0	
21	Are MSA studies conducted? Are there action plans for GR&R > 30%?	☐ 2 ☐ 1 ☐ 0	
22	Are process changes appropriately qualified and documented?	☐ 2 ☐ 1 ☐ 0	
23	Is a documented PM program in place? Scheduled? Monitored for on-time?	☐ 2 ☐ 1 ☐ 0	
Material Identification			
24	Is product identification obvious? Is it maintained through all stages of production?	☐ 2 ☐ 1 ☐ 0	
25	Is there an adequate product traceability system?	☐ 2 ☐ 1 ☐ 0	
Control of Nonconforming Product			
26	Are there clear visual controls of both nonconforming and	☐ 2 ☐ 1 ☐ 0	

	suspect product?		
27	Is nonconforming and suspect product quarantined from production areas?	☐ 2 ☐ 1 ☐ 0	
28	Are there procedures for disposition and rework?	☐ 2 ☐ 1 ☐ 0	
29	Are there procedures for customer notification of suspect product?	☐ 2 ☐ 1 ☐ 0	
30	Is nonconforming product data summarized to establish a reduction plan?	☐ 2 ☐ 1 ☐ 0	
Corrective/ Preventive Action			
31	Are there procedures to ensure corrective action is taken in a timely manner?	☐ 2 ☐ 1 ☐ 0	
32	Is the effectiveness of corrective action measured and ensured?	☐ 2 ☐ 1 ☐ 0	
33	Are corrective actions documented, reviewed and shared across the company for best practice?	☐ 2 ☐ 1 ☐ 0	
34	Are customer complaints processed timely and effectively?	☐ 2 ☐ 1 ☐ 0	
35	Are there procedures for preventive action and / or Poka-Yokes?	☐ 2 ☐ 1 ☐ 0	
Production Part Approval Process			
36	Are PPAPs submitted to the customer according to AIAG PPAP manual rules?	☐ 2 ☐ 1 ☐ 0	

Summary of observations and recommendations

Final Recommendation:

Auditor(s) _____ Audit Date _____