Scope of questionnaire - The intent of this self-evaluation questionnaire is to provide the our organization with information useful for making an initial assessment about business viability and reducing sourcing risks.

Supplier Name:			**Plant Manager:**		**Audit Date:**	
Supplier Location:			**Quality Manager:**		**Auditor Name:**	
			0 - Does not comply or meet requirements	1 - Does not meet expectations, major improvement required	2 - Does not meet expectations, minor improvement required	3 - Meets expectations and complies with requirements
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
	Manufacturing					
1	Tooling: Is it at mass production level and in its mass production location?	**3**				
2	Are production tooling identified and in their proper location?	**3**				
3	Equipment: Is it at mass production level and in its mass production location?	**3**				
4	Work post conditions: Are the equipment & tooling in good working condition and is there adequate lighting?	**3**				
5	Final Packaging: Is the process using approved, returnable packaging for the part? Or approved expendables?	**3**				
6	Internal Packaging: Is the internal boxing specifications available? Are the boxes available?	**3**				
7	Are the proper drawings and specifications being used in production and inspection?	**3**				
8	Are documented instructions, methods, and procedures available to both manufacturing and inspection personnel, and are both held accountable for quality?	**3**				
9	Are in-process inspection and testing results recorded?	**3**				
10	Are parts properly identified throughout the manufacturing process?	**3**				
11	Is the manufacturing area maintained in an orderly and functional manner?	**3**				
12	Is there a formal periodic maintenance program in place?	**3**				
13	Are finished parts properly stored to prevent damage or deterioration?	**3**				
14	Are shop routing, or process sheets, and/or inspection instructions used during the manufacturing process?	**3**				
15	Are written procedures for qualifications of special processes, equipment and personnel, documented?	**2**				
	Receiving Inspection					
#	**Question**	**Score**	**Comment**	**Follow-up**	**By Who**	**By When**
1	Are raw materials and purchased component parts inspected upon receipt to verify conformance to specifications?	**2**				
2	Are there documented and approved instructions provided for controlling incoming receiving inspection methods and procedures?	**3**				
3	Are the inspection and test equipment available for incoming receiving inspection sufficient for performing the required tasks?	**3**				

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