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Supplier
Self - Assessment Survey

Company Name : _____

Completed By: _____ **Title:** _____

Phone: _____ **Date:** _____

Signature: _____

Please return within 7 days to:

Purchasing@plasticsplus.com

Introduction

This Supplier Self-Assessment survey has been developed to provide a consistent method of evaluating supplies' implementation of quality management system.

Pllastics Plus Technology considers all information disclosed within this survey confidential.

SUPPLIER PROFILE

Company Name	
Division or Subsidiary of	
Street Address	
Town, State, Zip Code	
Telephone Number	Fax Number

Supplier Representatives: (include name and e-mail address)

President:	
Quality Manager	
Mfg Manager	
General Manager	
Primary service:	
Support services:	
Which industries make up what portion of your business:	
No. of Years in Business:	Type of business:

PLANT CAPACITY

Total No. Of Employees:	Total No. Of Shifts:
Product Labor:	
At what percent of plant capacities are you currently operating?	
What is the annual turn over percent for production employees?	
What is the typical time required to train a newly hired production employee?	

Supplier Self-Assessment Survey

What do you see as your greatest strength in general as a supplier?
As a business, what is your greatest technical expertise?
What do you see at the biggest challenges facing your company?
Is there anything else you would like us to know about your company?

On the following pages please read each question and rate yourself as follows:

1= No system exists for this process
2= We are in the planning stages for this process
3= Planning is completed and the process is being implemented
4= The process is implemented and is maturing
5= The process is matured and fully effective

I. QUALITY MANAGEMENT

		1	2	3	4	5	N/A
a	Do you have an established Quality Management System manual? i. Are you ISO Certified, which standards?						
b	Are planned and periodic internal audits of the QA program implemented to verify compliance?						
c	Is there a documented system to respond to returns and customer complaints, and for taking corrective action to prevent problems from recurring? i. What is the average # of customer complaints per month?						
d	Are Management Reviews performed on a regular basis? What metrics do you track and report on as a function of the quality of your product? What is your overall reject rate?						
e	Are there procedures implemented for Quality Planning? i. How do you demonstrate homogeneity within a batch? ii. How do you demonstrate consistency from batch to batch?						
f	Do you have a documented quality policy that is understood, implemented and maintained at all levels of the organization?						
g	Do you have well established quality objectives?						
h	Do you have your process relationships and interactions documented?						
i	Do you have a documented Organizational Chart?						
j	Is your facility registered with the FDA?						

II. DOCUMENTATION CONTROL

a	Do you have provisions for the control of quality documents?						
b	Do you have provisions to notify PPT of changes to your PPT approved quality management system?						

III. DESIGN CONTROL

a	Do you have established procedures to control the design of devices?						

IV. PURCHASING CONTROL

a	Are there documented procedures for the purchasing process?						
b	Do you have disposition procedures for acceptance and rejection of purchased goods or services upon receipt?						
c	Does your procurement documentation include all appropriate conditions of purchase including Quality requirements?						
d	Do you evaluate your supplier's quality systems prior to issuing purchase orders?						
e	Do you maintain an "Approved Suppliers List"?						

V. TRAINING

a	Do you have documented training programs for personnel?						

VI. PRODUCTION/PROCESS CONTROLS

a	Do you use written manufacturing process instructions to assure process repeatability?						
b	Are your manufacturing processes validated?						
c	When processes/equipment are revised/changed are these revisions/changes documented and processes re-validated?						
d	Do you notify the customer of changes to equipment, procedures, controls and raw materials (grade and strength)?						
e	Do you have controlled recipes?						
f	Do you have numerical/digital controls on the variables within the process?						

VII. TRACEABILITY

		1	2	3	4	5	N/A
a	Do you maintain traceability of your material (including the raw material lot numbers) from receiving to delivery?						
b	Do you have documented and approved procedures or controls that prevent the cross-contamination of lots? How do you prevent cross contamination?						
c	Do you have Master Device Records for your products?						

VIII. CALIBRATION

a	Do you have a documented calibration control process?						
b	Does your calibration process prevent the use of inspection/test equipment that is overdue for calibration?						
c	Can measuring/test equipment used for acceptance be traced to the lot after shipment of the lot?						
d	Do you maintain calibration records for calibrated equipment?						
e	Do your calibration records detail actual calibration inspection results?						
f	Are your primary calibration standards traceable to a recognized standard such as the National Institute of Standards and Technology?						
g	Does your calibration system provide for the calibration of personally owned equipment?						

IX. INSPECTION

a	Do you have a documented inspection process?						
b	Do you have written procedures controlling sampling plans?						
c	Are your sampling inspection plans based on a statistically valid source? How are they determined?						
d	Do you conduct first article inspections/tests to verify a new component or operation?						
e	Do your production personnel have the most current process instructions, inspection instructions, acceptance or rejection criteria, and instructions for handling non-conforming material at their workstations?						

X. NON-CONFORMING MATERIAL CONTROL

a	Do you have a documented process to control non-conforming products?						
b	Do you have a system for tracking and evaluating discrepant product and non- conforming material, which does not require corrective action?						

XI. CORRECTIVE/PREVENTIVE ACTION

a	Do you have a documented procedure for corrective and preventive actions?						
b	Do you trend your non-conformance and discrepant data for identification of recurring issues?						
c	Does management review the performance and effectiveness of the corrective action system?						

XII. HANDLING, STORAGE, DISTRIBUTION AND INSTALLATION

a	Do you have an established procedure for handling of products?						
b	Do you have an established procedure for storage of products?						
c	Do you have an established procedure for distribution of products?						

XIII. EQUIPMENT MAINTENANCE

a	Do you have a written maintenance schedule where maintenance of equipment is necessary to assure manufacturing specifications are met?						
b	What do you do in the case of a repair?						

XIV. LABELING

a	Have you established procedures for label integrity, labeling inspection, labeling storage, labeling operations and control numbering?						

XV. RECORDS

a	Do you have an established procedure for the control of quality records?						
b	Enter additional comments here:						