

## Supplier Assessment

Supplier General Information	
Name	
Address	
Phone	
Fax	

Supplier Contacts					
	Title	Name	Phone	Fax	E-Mail
Primary					
Secondary					

Facilities & General Information					
Sales \$ previous year		Privately held or public		Discount Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total # of employees		Facilities square footage		10 day pay % savings (2% min)	
Primary languages		Largest customer % sales		Discount contact name:	

Core Competencies			
Type of competency	Size, form, specification, etc. capability	Tolerance capability	Current standard lead time
<input type="checkbox"/> Turning			
<input type="checkbox"/> Milling			
<input type="checkbox"/> Gear Cutting: Hob, Shape, Shave, Broach			
<input type="checkbox"/> Tooth grind			
<input type="checkbox"/> Grinding: ID/OD			
<input type="checkbox"/> Plating			
<input type="checkbox"/> Heat Treatment			
<input type="checkbox"/> EDM			
<input type="checkbox"/> Casting			
<input type="checkbox"/> Forging			
<input type="checkbox"/> Fabrication			
<input type="checkbox"/> Other:			
Describe in detail your company's core competencies			
Attach a detailed manufacturing equipment list including size capacities where applicable			

Development & Technical Competency			
CAD software used		FEA software used	
CAM software used		# of employees with degree (bachelor or associates)	

<b>Instructions</b>	
<b>Only complete sections that apply to your supplier type per the index below:</b>	
A – Labor or Service (machining, plating, inspection, heat treat, etc.) or made to print (Cotta drawing or specifications, vendor specification made only for Cotta)	
B – Distributor	
<b>Rating system:</b>	
0- No system or unknown	
1- Deficiencies in current system	
2- Satisfactory system in place	
3- Robust system in place	

<b>Continuous Improvement</b>			
# of 6 sigma black belt employees		Lean practices used	<input type="checkbox"/> Yes <input type="checkbox"/> No
# of 6 sigma green belt employees		# average Kaizen ideas past year	
# improvement projects past year		# customer rejections past year	
# corrective actions past year		Current external yield % (# successful parts/total parts)	

		<b>Section 1: Management Responsibility</b>		<b>Supplier type: ALL</b>	
		<b>Supplier self assessment points</b>	<b>Cotta audit points</b>		
<b>Supplier type: ALL Complete this section</b>	<b>Statement</b>				
	1. Quality objectives and responsibility are clearly stated, widely communicated, measured, and understood throughout the company				
	2. Regularly scheduled management reviews occur to verify the effectiveness of the quality system. Corrective action / continuous improvement plans result from this review.				
	3. Management has invested in appropriate resources to drive and maintain: corrective action, continuous improvement, training, and gauging.				
	4. Your company is certified by a recognized agency to recognized standards in an environment such as yours (e.g. ISO). Please provide a copy of the certification.				
	5. Metrics and systems are in place to drive and maintain quality improvements.				
	6. Metrics are in place to measure delivery performance. A process is in place to communicate to the customer, in advance, when the possibility of missing a delivery exists.				

<b>Notes:</b>	
---------------	--

<b>Instructions</b>	
<b>Only complete sections that apply to your supplier type per the index below:</b>	
A – Labor or Service (machining, plating, inspection, heat treat, etc.) or made to print (Cotta drawing or specifications, vendor specification made only for Cotta)	
B – Distributor	
<b>Rating system:</b>	
0- No system or unknown	
1- Deficiencies in current system	
2- Satisfactory system in place	
3- Robust system in place	

<b>Supplier type: A Complete this section</b>	<b>Section 2: Quality system / Quality Tools</b>		<b>Supplier type: A</b>	
	<b>Statement</b>	<b>Supplier self assessment points</b>	<b>Cotta audit points</b>	
	1. The Quality system is clearly documented in a Quality Manual. Please provide a copy if available.			
	2. The quality system defines control plans for processes, equipment, fixtures, resources and skills, etc. Key characteristics are clearly defined and effectively communicated throughout the business.			
	3. Employees are adequately trained and actively involved in APQP, corrective actions, continuous improvement teams, and records are readily available.			
4. Quality records are controlled and adequate to verify conformance to specification.				

Notes:

<b>Supplier type: ALL Complete this section</b>	<b>Section 3: Purchasing</b>		<b>Supplier type: ALL</b>	
	<b>Statement</b>	<b>Supplier self assessment points</b>	<b>Cotta audit points</b>	
	1. A formal supplier rating or evaluation program is used when making sourcing decisions.			
	2. All purchased material requirements are adequately specified and enforced.			
	3. Conforming material certification is required and verified for all strategic materials used in production.			
	4. Supplied material is labeled, controlled, and adequate traceability exists.			
	5. Adequate controls are in place to insure that supplied material conforms to Cotta specifications.			
6. A copy of Cotta document PU-0101 has been signed and returned to Cotta (1=yes, 0=no)				

Notes:

<b>Instructions</b>	
<b>Only complete sections that apply to your supplier type per the index below:</b>	
A – Labor or Service (machining, plating, inspection, heat treat, etc.) or made to print (Cotta drawing or specifications, vendor specification made only for Cotta)	
B – Distributor	
<b>Rating system:</b>	
0- No system or unknown	
1- Deficiencies in current system	
2- Satisfactory system in place	
3- Robust system in place	

<b>Supplier type: A Complete this section</b>	<b>Section 4: Inspection and Test – Process Control</b>		<b>Supplier type: A</b>	
	Statement	Supplier self assessment points	Cotta audit points	
	1. Calibrated, variable gauging demonstrating an appropriate gauge R&R and precision to tolerance are used to control the process and verify product conformance throughout the process.			
	2. In-process and final product is adequately identified and uniquely traceable to inspection records.			
	3. There is a quality planning process that includes a review of standards and specifications and revisions of control plans.			
	4. Quality measurement and control equipment, including tools and fixtures that are used for inspection, are sufficient to assure conformance to requirements.			
5. Employee owned tools and gauges used for production acceptance are included in the formal calibration program.				

<b>Notes:</b>	
---------------	--

<b>Supplier type: All Complete this section</b>	<b>Section 5: Control of Nonconforming Product / Corrective Action</b>		<b>Supplier type: All</b>	
	Statement	Supplier self assessment points	Cotta audit points	
	1. Copies of purchase contracts, drawings, and specifications are available at receiving inspection.			
	2. Provisions are made to prevent unauthorized use of material suspected or confirmed as nonconforming until disposition by qualified, designated persons.			
	3. Steps for dealing with nonconforming materials are set out in documented procedures.			
	4. Operators are expected to initiate line stoppage when defective material is identified.			
	5. Adequate steps are taken to prevent recurrence of nonconformities.			
	6. A formal system exists to handle customer complaints and field nonconformities.			
	7. When corrective measures are implemented, the effect is verified and monitored to ensure that the desired goals are being met.			
8. Warranty repair service is performed when the escape of nonconforming material is found.				

<b>Notes:</b>	
---------------	--

<b>Instructions</b>	
<b>Only complete sections that apply to your supplier type per the index below:</b>	
A – Labor or Service (machining, plating, inspection, heat treat, etc.) or made to print (Cotta drawing or specifications, vendor specification made only for Cotta)	
B – Distributor	
<b>Rating system:</b>	
0- No system or unknown	
1- Deficiencies in current system	
2- Satisfactory system in place	
3- Robust system in place	

<b>Supplier type: A Complete this section</b>	<b>Section 6: Document Control &amp; Contract Review</b>		<b>Supplier type: A</b>	
	<b>Statement</b>	<b>Supplier self assessment points</b>	<b>Cotta audit points</b>	
	1. Customer requests for quote are reviewed to identify the major risks in the manufacturing process and the ability to meet the drawing or specification requirements. Feedback to the customer relating to assumptions and exceptions are made at the time of quoting.			
	2. Customer orders (contract, drawings, specifications, etc.) are subjected to review by someone in the organization prior to commencing work.			
	3. The document control system ensures that the most current customer specifications are available to, and used by, manufacturing personnel.			
	4. Shop travelers, operation sheets, and/or inspection instructions are used during the manufacturing process.			
	5. Records are kept of in-process and/or final inspection results for a suitable period of time.			

<b>Notes:</b>
---------------

<b>Supplier type: ALL Complete this section</b>	<b>Section 7: Production Control and Product Preservation</b>		<b>Supplier type: All</b>	
	<b>Statement</b>	<b>Supplier self assessment points</b>	<b>Cotta audit points</b>	
	1. Work in progress (WIP) is adequately identified as to its status, legibly labeled, and stored in an appropriate way.			
	2. The packaging of WIP and completed product is adequate to safeguard from material handling and environmental damage.			
	3. There are procedures for packaging, storage, marking, and shipping.			
	4. Product identification is adequate to clearly identify product in the event of defective material reaching our facilities.			
	5. Incoming materials are inspected according to written procedures and verified prior to release to production or to the customer.			
6. On time delivery is measured. List actual on time delivery per the following scale: 0-0 to 60%, 1-61 to 75%, 2-76 to 95%, 3-96 to 100%				

<b>Notes:</b>
---------------

## Instructions

**Only complete sections that apply to your supplier type per the index below:**

A – Labor or Service (machining, plating, inspection, heat treat, etc.) or made to print (Cotta drawing or specifications, vendor specification made only for Cotta)

B – Distributor

**Rating system:**

0- No system or unknown

1- Deficiencies in current system

2- Satisfactory system in place

3- Robust system in place

--

## Summary

Totals	Possible Points	Supplier self assessment points	Cotta audit points
Section 1: Management Responsibility	18	0	
Section 2: Quality system / Quality Tools	12	0	
Section 3: Purchasing	16	0	
Section 4: Inspection and Test – Process Control	15	0	
Section 5: Control of Nonconforming Product / Corrective Action	24	0	
Section 6: Document Control & Contract Review	15	0	
Section 7: Production Control & Product Preservation	18	0	
<b>Total</b>	118	0	