



Supplier Self Audit Checklist Training

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Review

- The goal of the Supplier Self Audit Checklist is to not only to understand supplier's current overall position and identify risk but to provide a path for the supplier's improvement and growth.
- The supplier will go through and evaluate themselves in each section first.
- Creation may or may not perform the audit as well, depending on any associated risk.
- The Creation auditor may or may not evaluate every section of the Supplier Self Audit, if performed, based on time allotted.

Form Contents

- Instructions
- 1.0 Customer Service
- 2.0 Results
- 3.0 Management System Plan
- 4.0 New Product Support
- 5.0 Process Quality Management
- 6.0 Manufacturing Capability & Improvement Process
- 7.0 Supply Chain management
- 8.0 Financial Systems
- 9.0 Quality Systems
- 10. Operational Excellence
- Summary
- History of Changes

Instructions

- The Instructions tab will give the supplier and the Creation auditor direction for completing the Supplier Self Audit Checklist.
- Enter audit date, supplier name, and supplier # in the spaces provided in the Instruction Tab. This information will populate to the other tabs in the worksheet.

Assessment Date: < Enter Audit Date >

Supplier Name: < Enter Supplier >

Supplier #: < Enter Supplier # >

- For sheets 1.0 through 10.0, the supplier is expected to evaluate and rate themselves for each item along the progression within the range of 1 to 5 or N/A.

ITEM	Organizational Elements and Behaviors	>>>>>>>>Trend Progression>>>>>>>>				Preferred Supplier Level	Supplier Rating	Creation Rating	Quality Audit Notes: Enter comments / notes
		1	2	3	4	5			
1.1	Customer Support and Satisfaction	No plans or effort established to improve customer satisfaction and support. Customer awareness is limited.	Customer satisfaction level is measured. Product and service value is determined from customer input.	Customer satisfaction is a company objective. An implementation plan has been established. Areas of improvement and training needs are identified.	Customer satisfaction is an organizational imperative. An improvement plan is implemented and training is in process.	Customer satisfaction is a process driver Customer satisfaction process is integrated from senior management down within the organization. Metrics are posted and drive on-going improvement activities.	3		

Ex. The supplier selects a 3, they must be able to show they also meet the requirements of 1 and 2 as well as 3.

5

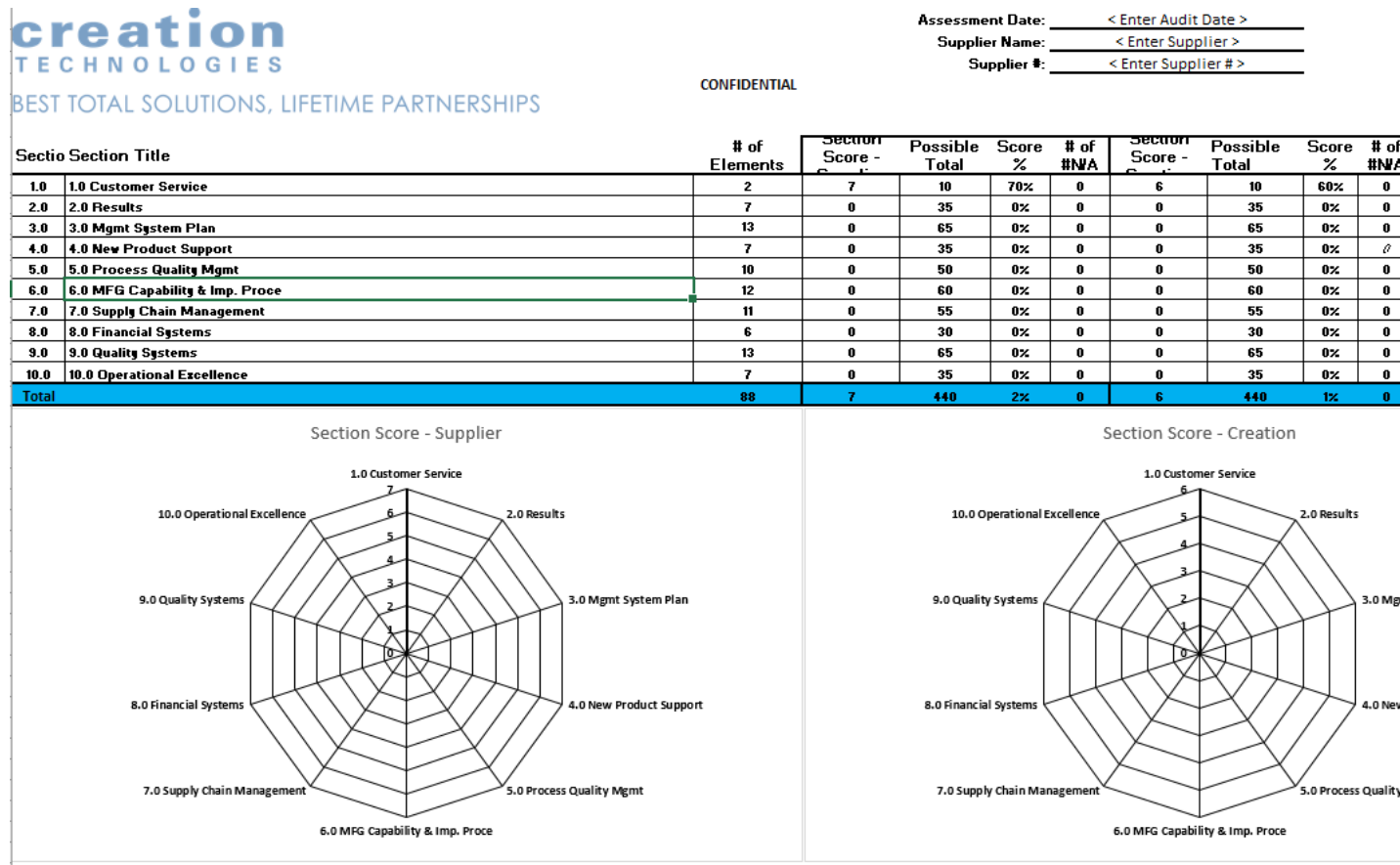
Filling in the Form cont.

- For sections 1.0 - 10.0 the total progression rating score for all items will appear in the box in the lower right-hand corner labeled "Section Score".
- If Creation is also evaluating the supplier, the Creation auditor will follow the same steps with the supplier and rate the supplier from the customer's perspective.
- Scores from the supplier self-assessment and Creation validation assessment will be compared to gain an understanding of how the evaluations differ.

Preferred Supplier Level	Supplier Rating	Creation Rating
5		
Customer satisfaction is a process driver Customer satisfaction process is integrated from senior management down within the organization. Metrics are posted and drive on-going improvement activities.	3	3
Strategic growth plan is in place 5 years out with comprehensive plans in place for significant capital investments to support growth.	4	3
Section Score	7	6

Summary

- The Summary tab shows each section's totals and calculates the scores.
- There are two charts to represent the supplier's overall section average and Creation's overall section average.





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