



Supplier Self Audit Checklist Rev C

creation
TECHNOLOGIES

Supplier Self Audit Checklist Overview

- 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.
- If Creation audits the supplier, the auditor may or may not evaluate every element of the Supplier Self Audit depending on time allotted.

Self Audit Form Contents

- Instructions
- Supplier Information
- Assessment Elements Checklist
 - 1.0 Customer Service
 - 2.0 Management System Plan
 - 3.0 New Product Support
 - 4.0 Process Quality Management
 - 5.0 Manufacturing Capability
 - 6.0 Supply Chain management
 - 7.0 Quality Systems
 - 8.0 Continual Process Improvement
- Assessment Results
- Audit Report
- Development Plan
- History of Changes

Instructions Tab

The Instructions tab provides direction for completing the Self Audit Checklist Form.



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Step Instruction

1	Enter assessment date, supplier name, and supplier # on the supplier information tab. This data will replicate to the applicable remaining locations.
2	The supplier shall evaluate and rate themselves and choose the scenario that best describes their current status.
3	Scoring: the supplier must meet or exceed the criteria for all previous conditions up to and including their selected score.
4	The rating score is to be entered in the box to the right of each item under the heading labeled "Supplier Rating".
5	The rating scores are to be entered as whole numbers only. No partial credit will be recognized.
6	Supplier acknowledges that evidence of compliance with the elements of their chosen score may be requested.
7	For each section, the total score will appear in the box in the lower right hand corner labeled "Section Score".
8	Creation will review the supplier's responses from the customer's perspective. Creation reserve the option to an on Site audit regardless of Supplier's score.
9	Scores from the supplier self-assessment and Creation validation assessment will be reviewed.
10	Creation may require the supplier to complete a development plan or corrective actions based on specific elements score.

Supplier Information Tab

Audit Report Date, Audit Report Number, Audit Dates, Supplier Name, Supplier Number, and Scope are added by Creation in the spaces provided in the Instruction Tab. This information will populate to the other tabs in the worksheet.

The supplier completes the rest of the form.

Supplier Information

Audit Report Date:	✓	
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Audit Information			
Audit Report Number:	✓	Audit Date 1:	✓
		Audit Date 2:	✓
Supplier Name:	✓	Supplier Number:	✓
Supplier Address:		Scope:	✓

Supplier Contact:			
Name:		Position:	
Phone Number:		Email:	

Supplier Audit Support Personnel (if applicable)			
Supplier Attendee		Position:	
Supplier Attendee		Position:	
Supplier Attendee		Position:	
Supplier Attendee		Position:	

Assessment Elements Checklist

For each element, 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.

Organizational Elements and Behaviors	>>>>>>>>Trend Progression>>>>>>>>					Preferred Supplier Level		Supplier Rating	Creation Rating
	1	2	3	4	5				
Customer Support and Satisfaction	Customer Satisfaction is not measured. Plans or effort established to improve customer satisfaction and support. Customer awareness is limited. No reviews are taking place.	Customer satisfaction level is measured but is not a company objective Product and service value is determined from customer input. Customer Satisfaction Surveys are being reviewed every 12 months.	Customer satisfaction is measured and is a company objective. An implementation plan has been established. Areas of improvement and training needs are identified. Customer Satisfaction Surveys are being reviewed every 12 months.	Customer satisfaction is measured and is an organizational imperative. An improvement plan is implemented and training is in process. Customer Satisfaction Surveys are being reviewed every six months.	Customer satisfaction is measured (surveys) and 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. Customer Satisfaction Surveys are being reviewed quarterly.	3			

For each item rating, the supplier must be able to demonstrate they meet or comply with all expectations leading up to and including the rating selected and be able to provide evidence of compliance.

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.

Preferred Supplier Level		Supplier Rating	Creation Rating
5			
Customer satisfaction is measured (surveys) and is a process driver.		3	
Customer satisfaction process is integrated from senior management down within the organization			
Metrics are posted and drive on-going improvement activities.			
Customer Satisfaction Surveys are being reviewed quarterly			
No Customer Complaints in the last 12 months.		4	
		3	
Confirmation of Complaint within 24 hours		2	
Resolution within 48 hours		1	

Assessment Elements Checklist cont.

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 measured (surveys) and 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.		
Customer Satisfaction Surveys are being reviewed quarterly.		
No Customer Complaints in the last 12 months.	2	2
Confirmation of Complaint within 24 hours. Resolution within 48 hours.	3	4

Audit Report

Sections of the Audit Report will auto-populate from previous sections

Creation will enter lead and supporting auditor information

The Audit Report also has the section score color coded chart.

Audit Report Date: Wednesday, November 10, 2021

Audit Information

Audit Report Number:	0	Audit Date1:	Saturday, January 0, 1900
Supplier Name:	0	Audit Date 2:	Saturday, January 0, 1900
Supplier Address:	0	Supplier Number:	0
		Scope:	0

Supplier Contact:

Name:	0	Position:	0
Phone Number:	0	Email:	0

Creation Audit Team

Audit Leader Name		Position:	
Audit Member Name		Position:	
Audit Member Name		Position:	
Audit Member Name		Position:	

Supplier Audit Support Personnel

Supplier Attendee	0	Position:	0
Supplier Attendee	0	Position:	0
Supplier Attendee	0	Position:	0
Supplier Attendee	0	Position:	0

Section Score Range and Color Code	Section Score Interpretation
50	Ready to work with Creation. No further actions needed.
40-49	Ready to work with Creation. No further actions needed.
30-39	We can Work with the supplier in parallel they work on minor audit issues.
21-29	Supplier needs a development plan to work on audit issues before we engage in business.
20 or Below	Supplier poses significant risk, Creation will not engage at present.

Audit Report cont.

The report contains the scoring matrix for supplier reference.

Scoring				
SECTION NUMBER	SECTION NAME	MINIMUM SECTION SCORE REQUIREMENT	SECTION CREATION AUDIT TOTAL	AUDIT RISK ASSESSMENT CONCLUSION
1.0	Customer Service	25	0	Action Required
2.0	Management System Plan	30	0	Action Required
3.0	New Product Introduction Support	20	0	Action Required
4.0	Process Quality Management	35	0	Action Required
5.0	Manufacturing Capability	30	0	Action Required
6.0	Supply Chain Management	25	0	Action Required
7.0	Quality Systems	35	0	Action Required
6.0	Continual Process Improvement	30	0	Action Required

Findings and Observations are copied into the audit report section. If action is needed an X will be present in the Action Needed column.

NUMBER	FINDINGS & OBSERVATIONS	Action Needed
1	Example: Material on workstation #3 was not tagged to identify it as non-conforming and it was not separated from production material.	x
2	Finding #2	x
3	Observation #1	x

Positive Observations section is used to highlight notable observations.

Positive Observations	
Number	Comments
1	
2	
3	
4	
5	

Supplier Development Plan

- The Supplier Development Plan is used when there are multiple observations or minor findings that don't require a full 8D.
- The Supplier Development Plan is intended to capture the action taken by the supplier to correct each observation/finding.
- Creation will input information in the following fields:
 - Development Plan Purpose
 - OWNER(Creation)
 - Due Date
 - Status
 - Creation Review and Approval Required (dropdown)
- The Supplier is responsible for completing the following fields:
 - Action
 - OWNER (Supplier)
 - Start Date
 - Date Complete
 - Comments and Results

Supplier Development Plan cont.

Section Responsibilities

Creation Fills In

Supplier Fills In

Supplier Name
will auto-populate

Enter Development
Plan purpose

Supplier Development Plan

Supplier Name:	0										
Purpose:											
OBSERVATION/FINDING		ACTION		OWNER (Supplier)	OWNER (Creation)	DUE DATE	START DATE	DATE COMPLETE	STATUS	CREATION REVIEW & APPROVAL REQUIRED	COMMENTS/RESULTS
Example: Material on workstation #3 was not tagged to identify it was											
0											
0											

Observation or
Finding will populate
over from the Audit
Report

Action to
address finding
or observation

Action
owner
(Supplier)

Action
owner
(Creation)

Due Date

Date
action
started

Date
complete

Ongoing
status

Creation
approval
required?

Any additional
comments or
notes



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