DAYCO
A Clarience Technologies Company

Supplier Self-Assessment

Supplier Self-Assessment				
Company Name:				
Location:				
Date(s):				
Date of Previous Audit:				
Auditors:				
Certification:		ISO 9001:2015	IATF 16949:2016	ISO14001
		Additional		
Supplier Contact Names:				
Main Products:				
Number of Employees:				
Plant Manager:				
Quality Manager:				
Major changes in last 2 years:				

Assessment			
Comments and Follow-up from Previous Audits			**0**
Comments:			
Number of open nonconformities.			**0**
A. Process Management:			**0**
1. Are indicators established with target goals and reactions when those targets are missed?			**0**
2. How is customer satisfaction determined, reviewed and reacted to?			**0**
3. How often are management review meetings held? Is there evidence that top management attends? What metrics are reviewed? Is there an established agenda?			**0**

4. Is the Quality Manual reviewed and approved by top management? Is the latest revision of Davco Supplier Quality Manual agreed to?			0
5. Is there a process flow chart that shows all steps from receiving to shipping? Do the process flow steps match the control plan and PFMEA?			0
6. Is there a Process Failure Mode Effect Analysis (and DFMEA if applicable) for all Davco parts or by part family according to AIAG guidelines? Does it match the process flow chart and control plan? Is it reviewed and updated when issues occur?			0
7. Is the latest applicable AIAG FMEA manual on site? Which revision?			0
8. Is there a control plan for Davco's parts or by part family according to AIAG guidelines? Does it match the process flow chart and FMEA? Is it maintained and up to date?			0
9. Is the latest applicable AIAG APQP (control plan) manual on site? Which revision?			0
10. Are special process audits performed and submitted to Davco (CQI-27, TEMA, VDA 6.3, etc.)? If applicable, must be attached and returned with this assessment.			0
11. Is the latest applicable CQI manual on site? What revision?			0
12. Is the latest applicable ISO9001 / IATF16949 manual on site? Which revision?			0
B. Documents & Data :			**0**
1. How are documents controlled and reviewed? How are revision level changes tracked? Are Davco prints protected and latest revision (if applicable)? Provide procedure number.			0
2. How are obsolete documents handled, including revised Davco prints (if applicable)? What prevents their use?			0
3. How is record storage specified? Provide record retention requirements.			0

4. How are records stored (electronic/hard copy)? Can records be readily retrieved? If hard copies, how is condition maintained?			0
5. Are Production Part Approval Process (PPAP) level III submissions provided upon request? How are PPAP records maintained? Are Davco signed PSWs available for all Davco parts?			0
6. Is the latest applicable AIAG PPAP manual on site? What revision?			0
C. Inspections and Gage Control			**0**
1. What system is used to manage calibration? Are gage OOT conditions analyzed? Provide procedure number.			0
2. Are GR&R studies performed for all control plan inspection systems and on new or refurbished gages?			0
3. Is the latest applicable AIAG MSA manual on site? What revision?			0
4. Are there adequate inspection systems in place to verify all Davco requirements are being met?			0
5. Is proper handling in place for gages (clean and safe from damage)? Are safeguards in place against adjustment by unauthorized personnel?			0
6. What checks are in place to assure parts and materials meet purchase requirements at receiving inspection? Are purchased revision levels verified?			0
7. What method is in place to assure gages and inspection systems are calibrated in a timely manner? Are master parts and poka yokes included in the system?			0
D. In-Process Quality			**0**
1. How are parts identified and lots kept separated during all processes to prevent mixing?			0
2. How are rejected/scrap parts identified and separated from good parts?			0
3. How are procedures made available at workstations? How is it assured that the latest revisions are being used?			0
4. How is it assured first parts are checked before each production run begins? Are check sheets and setup instructions available?			0

5. How is it noted throughout the process whether a part is conforming, non-conforming, or suspect (inspection status)?			0
6. Who has authority to release product from hold area? How is the hold area defined and separated from the good product? Provide procedure number.			0
7. Is rework allowed? If yes, is it required Davco approve rework instructions before use. Provide procedure number.			0
8. Is there a housekeeping method in place (5S)? Are audits performed?			0
9. Are audits in place to assure Davco shipping requirements are met? (Labels, boxes, part orientation, data, etc...) Are labels printed on demand? Is there a procedure to control shipping mixed pallets? Provide procedure number.			0
10. What method is used to schedule preventive and predictive maintenance?			0
11. Are Special Characteristics clearly identified on work instructions, control plans and PFMEA? What special methods are in place to assure conformance of special characteristics?			0
12. Are there any Safety Critical items on the print or in the process? Are they properly identified and error proofed?			0
13. Is there a fast response method in place to assure quick communication and status of QA issues?			0
14. What key processes, other than CQI defined special processes, have been identified (if any)?			0
15. What special control has been established for non-CQI determined special processes?			0
16. How is traceability and lot control assured? Is there a procedure in place? Provide procedure number.			0
17. Is there an initial product control (safe launch) method in place for the production of new products? Provide procedure number.			0
E. Customer and Supplier Communication			**0**

1. Is evidence of initial contract review with agreed upon Davco requirements available? Are feasibility studies performed and records maintained?			0
2. How are revision levels of all referenced prints and specs communicated to sub-tier suppliers?			0
3. How is sub-tier supplier performance judged (on-site audits)? Are sub-tier supplier CQI self-assessments managed?			0
4. Are PPAP's requested, reviewed and retained from sub-tier suppliers? What level of PPAP is used as default?			0
5. Are Davco directed sub-tier suppliers managed for quality at the same level as non-directed sub-tier suppliers?			0
6. Is effectiveness of problem solving at sub-tier suppliers reviewed?			0
F. Improvement Activities			**0**
1. Does the corrective action process include 8D methodologies? Are Cas (Corrective Actions) logged and reviewed for repeat occurrences? How is the due date for closure of CA established? Provide procedure number.			0
2. Is there a preventive action process in place? Is parallel development being done with CA? Is there a continuous improvement program? Are internal audit OFIs (Opportunities for Improvement) generated and acted on? Provide procedure number.			0
3. How is it assured that all processes are covered by the internal audit system? Provide procedure number and internal audit schedule.			0
4. What training programs are in place? How is it assured all areas are adequately covered with trained personnel? Provide procedure number.			0
5. How is qualification training defined for operators and key process workers? How is training effectiveness determined?			0
6. How is the need for statistical process control determined?			0

7. Is the latest applicable AIAG SPC manual on site? Which revision?			0
8. What method is used to manage process changes and assure Davco pre-approval when required? Provide procedure number.			0
G. Other Activities			**0**
1. Are sufficient contingency plans in place?			0
2. If not IATF 16949:2016 certified, is there a sufficient plan in place with the ultimate goal to achive certification to IATF 16949:2016?			0
3. Are lab services being used ISO 17025 accredited? Do internal non-accredited labs maintain an accurate lab scope and traceability for calibrations performed? Provide document number.			0
H. Supplier Participation			**0**
1. Appropriate individuals participate and are involved during audit process.			0