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# Supplier Self-Assessment

ISO 9001:2015 QMS

This form is a self-assessment of your quality management system. It is intended to be used in place of an initial on-site assessment of existing suppliers or potential suppliers. Please complete the form and return it within 10 days of receipt. An on-site supplier assessment may be conducted at a later date.

<b>Supplier Name:</b>		<b>Date:</b>		
<b>Supplier Contact Person:</b>				
<b>Street, City, Postcode:</b>		Are quality attachments Included with this survey?		
<b>Telephone Number:</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Fax Number:</b>				
<b>Supplier E-Mail:</b>		Please list all attachment in this section (add as needed):		
<b>Scope of products and/or services the supplier:</b>		1.)		
		2.)		
<b>Quality Manager:</b> (If different from above)		3.)		
		4.)		
		5.)		
		6.)		
		7.)		
		8.)		

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<b>Management Involvement</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.)	Is a Senior Manager responsible for quality at your facility?			
2.)	Does your Senior Management routinely review the whole quality system for effectiveness?			
3.)	Are reviews planned and scheduled, if so what is your Frequency?			
<b>Quality System</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.)	Do you have a quality system manual? If Yes, please e-mail an uncontrolled copy of your manual with this Survey.			
2.)	Is your quality manual approved by management?			
3.)	Is it certified? If Yes, please e-mail or fax an uncontrolled copy of your Certifications with this Survey.			
4.)	Is the quality manual available to all employees?			
5.)	Are quality procedures incorporated as part of the quality manual?			
6.)	Do you have a Standard Operating Procedure Manual (SOP)?			
7.)	Do you have a procedure for initiating quality plans?			
8.)	Are contracts reviewed by Quality for quality planning?			
9.)	Do you have procedures for internal audits?			
10.)	Does the procedure specify training for auditors?			
<b>Document Control</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.)	Do you have procedures for the control of procedure, specification and engineering drawings used in your manufacturing or servicing process?			
2.)	Are controlled documents identified to prevent unauthorized or obsolete copies from being used?			
3.)	Do you maintain a file of obsolete drawings and procedures?			
4.)	Do quality and manufacturing procedures go through a review and approval cycle?			

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5.)	Do engineering drawings go through a design review?			
6.)	Do you have a procedure for destroying documents?			
	Describe your method for disposal:			
<b>Purchasing</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.)	Do you have an Approved Suppliers List?			
2.)	Does Quality participate in suppliers' selection?			
3.)	Do you have procedures for qualifying a supplier?			
4.)	Do you have a method for tracking supplier quality?			
5.)	Do you report these results to suppliers?			
6.)	Do you have a segregated area for incoming products and materials?			
7.)	Are source inspections preformed?			
<b>Process Control</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.)	Are shop routing, or process sheets, and/or inspection instructions used during the manufacturing process?			
2.)	Are written procedures for qualifications of special processes, equipment and personnel, documented?			
3.)	Are there written procedures for maintaining the traceability of products during all stages of production?			
4.)	Is a preventative maintenance program documented?			
5.)	Do you maintain quality records on quality and the manufacturing process?			
6.)	Do you define the procedure which records are included and time of retention?			
7.)	Are quality records current, complete and accurate?			
8.)	Does Management review quality records?			

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2.) Other supplier locations and location contacts:		Location: _____	
Location Contact: _____			
3.) What other facilities do you supply product to?			
Supplier Signature:		Title:	
Print Name:			

<b>Internal Approval</b>			
Purchasing Department Review & Comments:			
Quality Department Review & Approval:		Supplier Approved to provide products or services?	
		Yes - unconditional	Yes - follow-up audit is required
		No - explain	