

Supplier Self Assessment

1 Basis

Company Name:

Address:

Main contact for Purchasing:

Name:

Function:

E-Mail:

Tel.:

Main contact for Quality:

Name:

Function:

E-Mail:

Tel.:

2 QM System

ISO9001	Yes	No
EN9100	Yes	No
ISO13485	Yes	No
IATF16949	Yes	No
ISO14001	Yes	No

Please attach the actual certificates.

Comments:

3 Complaint management

Are you willing to provide us with an 8D report in the event of a customer complaint? Yes No

How fast can you confirm, after receiving a customer complaint the receipt and verification of the fault? (Number of working days)

What is your internal goal regarding the processing time, for claims processing and definition of corrective measures (D5)? (Number of working days)

Comments:

Supplier Self Assessment

4 Product and Process Approval / Process Control / Traceability

Can you create a PPA / PPAP / FAI (PPA according to VDA Volume 2 is preferred)? Yes No
Examples can be found in the attached annex.

Do you validate all "special processes" and present evidence in your documentation? Yes No

Can you perform process capability studies? Yes No

Do you work with production control plans? Yes No

How is the data collected for process monitoring? Yes No

How long is your retention period for quality records (such as measurement data, process parameters)? (Number of years)

Do you offer batch traceability and wich information can traced?

Do you assess your processes with the help of FMEA? Yes No

Comments:

5 Inspection Technology

5.1 Electronic

How is the outer contour of the PCB monitored?

How is the production of printed circuit boards monitored?

How is the assembly process monitored?

Supplier Self Assessment

5.2 Mechanic

Are the measurements performed in a temperature-controlled environment? Yes No

Which test equipment are available?

- | | | |
|--|-----|----|
| • 3D measuring machine | Yes | No |
| • Optical measurement method | Yes | No |
| • Tactile Handhelds | Yes | No |
| • Laser micro meter | Yes | No |
| • Concentricity measurement equipment | Yes | No |
| • Contour measuring equipment | Yes | No |
| • Hardness tester | Yes | No |
| • Surface measuring equipment | Yes | No |
| • Material analyzer | Yes | No |
| • Coating Thickness Gauge | Yes | No |
| • Force Gauge (train, pressure) | Yes | No |
| • Leakage Tester | Yes | No |
| • Measuring centers for high-precision gears | Yes | No |

Others:

Comments:

Annex

Example: PPA Cover Sheet according to VDA Volume 2

Cover sheet
Sender: _____ Recipient: _____

Production process and product approval report
 Report covering other samples
 Sample submission
 New parts
 Product modification:
 Production process modification:

Submission level: _____
 Reapproval of PPA Process
 Long-term production stop (more than 12 months)
 Modification in the supply chain

Attachments / Items for inspection
Product / Process

<input type="checkbox"/> 1.1 Geometry, dimension check	<input type="checkbox"/> 1.9 ESD test	<input type="checkbox"/> 8 Software test report	<input type="checkbox"/> 16 Tooling list
<input type="checkbox"/> 1.2 Function check	<input type="checkbox"/> 1.10 Reliability tests	<input type="checkbox"/> 9 Process - FMEA	<input type="checkbox"/> 17 Confirmation of agreed capacity
<input type="checkbox"/> 1.3 Material check	<input type="checkbox"/> 2 Samples	<input type="checkbox"/> 10 Process flow chart	<input type="checkbox"/> 18 Written self-assessment
<input type="checkbox"/> 1.4 Haptic check	<input type="checkbox"/> 3 Technical specifications	<input type="checkbox"/> 11 Control plan	<input type="checkbox"/> 19 Part history
<input type="checkbox"/> 1.5 Acoustics check	<input type="checkbox"/> 4 Product - FMEA	<input type="checkbox"/> 12 Confirmation of process capability	<input type="checkbox"/> 20 Confirmation of suitability of transport equipment
<input type="checkbox"/> 1.6 Odour check	<input type="checkbox"/> 5 Design release	<input type="checkbox"/> 13 Achievement of special characteristics	<input type="checkbox"/> 21 PPA status of the supply chain
<input type="checkbox"/> 1.7 Appearance check	<input type="checkbox"/> 6 Compliance with legal requirements	<input type="checkbox"/> 14 Test/inspection equipment list	<input type="checkbox"/> 22 Approval of coating systems
<input type="checkbox"/> 1.8 Surface check	<input type="checkbox"/> 7 Material data sheet / IMDS	<input type="checkbox"/> 15 Capability study testing equipment	<input type="checkbox"/> 23 Others

Supplier details
Supplier/production location: _____ Ident. No. / DUNS: _____ Customer: _____
Part description: _____ Delivery note no.: _____ Report No.: _____ Index: _____
Part No.: _____ Quantity supplied: _____ Goods Inwards No. / date: _____
Drawing No.: _____ Batch No.: _____ Order schedule no. /date: _____
Issue / date: _____ Weight of sample: _____ Unloading point: _____

Confirmation by supplier - It is hereby confirmed that the sample submission has been carried out in accordance with the agreed submission level to VDA volume 2
Name: _____ Telephone: _____ The IMDS data-set has been drawn up under IMDS ID-No.: _____
Dept.: _____ Fax / E-mail: _____
Comments: _____ Date: _____ Signature: _____

Customer's decision	Approval																																					
	Overall	Overall process	Overall product	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			
OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																			
Conditionally OK - follow-on submission required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																			
NOK - Reapproval of PPA Process is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																			

Deviation approval no.: _____ Valid until: _____ Quantity: _____ Date of reapproval PPA Process: _____ If returned: delivery note no. & date: _____

Name: _____ Telephone: _____
Dept.: _____ Fax / E-mail: _____

Comments: _____ Date: _____ Signature: _____

Distribution: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

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Example: FAI according to EN 9102

Form 1 - PART NUMBER ACCOUNTABILITY

Sheet 1 of 4

(c) Böhme & Weihs Systemtechnik GmbH & Co. KG, Linderhauser Straße 153, 42279 Wuppertal, Telefon +49 202 36434-0

1. Part Number:	2. Part Name:	3. Serial Number:	4. FAIR Number:
5. Part Revision Level:	6. Drawing Number:	7. Drawing Revision Level:	8. Additional Changes:
9. Manufacturing Process Reference:	10. Organization Name:	11. Supplier Code:	12. P.O. Number:
13. Detail Part: <input type="checkbox"/> Assembly FAI: <input type="checkbox"/>	14. Full FAI: <input type="checkbox"/> Partial FAI: <input type="checkbox"/> Baseline Part Number (including revision level): Reason for Partial FAI:		
a) If above part number is a detail part only, go to Field 19. b) If above part number is an assembly, go to the "INDEX" section below.			
INDEX of part numbers or sub-assembly numbers required to make the assembly noted above.			
15. Part Number:	16. Part Name:	17. Part Serial Number:	18. FAIR Number:
19. Signature: <input type="checkbox"/> FAI complete <input type="checkbox"/> FAI Not Complete			20. Date:
21. Reviewed By:			22. Date:
23. Customer Approval:			24. Date:

9102 Form 1: February 2015