



# Loc Performance

Document Title:

Supplier Self Assessment Report

Document No:

C-F-QUAL-0138

Revision:

14

Process Owner:

Purchasing / Supplier Quality

Approved By:

Joe LaLonde

Date:

6/28/2021

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## Instructions:

- Complete the shaded areas below.

If you are a minority certified supplier, please send a copy of your current minority certification and check the applicable box(es) below.

- Small Disadvantaged Business (SDB)     
  Veteran Owned Small Business (VOSB)     
  Historically Underutilized Business Zone Small Business (HUBZone SB)
- Woman Owned Small Business (WOSB)     
  Service Disabled Veteran Owned Small Business (SDVOSB)

Assessment Date:

Assessment Completed By:

Supplier Name:

Phone Number:

Supplier Address:

  


Fax Number:

Company Website:

## Supplier Contacts:

Position:	Name:	Title:	Phone Number:	Email Address:
Management Representative:				
Quality Representative:				
Sales Representative:				
Engineering Representative:				
24 hr. Emergency Contact:				
Other:				

## Business Overview:

Principle Products / Services:

Top Customers / Industries Supplied:

Special Controls/Processes:



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Facility Size (Sq. Footage):

Number of Employees:

# of Shifts / Hours of Operation:

Manufacturing Countries:

Do you have any union affiliation?

YES

NO

If yes, name of union and contract expiration date:

What is your capacity utilization?

Are overtime/weekends available for emergencies?

How is inventory managed so customer delivery requirements are met? What is your lead time?

What is your on-time customer delivery percentage / rating?

Are key spare parts kept on-hand for equipment? Describe:

Does this location have its own delivery trucks? If not, have you contracted a dedicated carrier?

What is your quality PPM rating for the most recent six month period?



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Are other company locations available for production should a disaster occur at this location? If so, where?

If not, what is your disaster backup plan?

Describe any failure protection methods used to ensure quality:

Is your company ITAR Registered?

Quality / Environmental System Certification, Registrar & Date of Certificate Expiration (ISO 9001, AS9100, IATF 16494, ISO 14001, etc.):

Do you have a documented Environmental Management System?

Do you perform audits to assess environmental compliance/performance?

What processes do you use to prevent pollution and minimize waste (recycling, treatment, procedural controls, etc.)?

Do you have a documented Emergency Preparedness and Response Plan?



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Have you had any Federal, State, or Local Environmental Regulatory Violations in the past 5 years? If so, explain?

Is your company set up for FTP Site? Who will receive Prints?

Are calibrations and tests accredited to ISO/IEC 17025?

Have you received/reviewed Loc's Supplier Development and Requirements Manual via Email, Website or P.O? Do you agree to our terms and conditions?



• If your facility is ISO 9001, AS9100 or IATF 16949 certified, STOP HERE and return this survey with a copy of your certificate.

• If not, complete the entire survey and submit a timeline for obtaining certification.





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## Supplemental Supplier Self Assessment → for Suppliers who are not ISO, AS or IATF Certified.

### Instructions:

- Complete the shaded areas below using the following rating criteria.

### SUPPLIER RATING CRITERIA

Supplier is best in class, demonstrates significant innovation beyond customer requirements	10
Supplier has reached world class performance & continuous improvement in all areas	9
Analysis of results & continuous improvement can be demonstrated	8
Full implementation & confirmed evidence of effectiveness-Supplier met minimum requirements	7
Implementation is 80-95% complete and documented evidence is available	6
Implementation is 60-80% complete & there is preliminary evidence of relevant results	5
Documentation is available but implementation is 30-60% complete	4
Documentation is available but implementation is 0-30% complete	3
Supplier is familiar with requirements of element & has preliminary/draft documentation	2
Supplier is familiar with requirements of element but there is no evidence/documentation	1
Supplier not familiar with requirements of element & has no relevant documentation	0



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Control of Documents	Supplier	Loc S.Q Review
Are all documents controlled?		
Are documents approved for adequacy prior to use?		
Are documents reviewed, updated, and re-approved as necessary?		
Are changes and the current revision status of documents identified?		
Are relevant versions of applicable documents available at points of use?		
Are documents legible and readily identifiable?		
Are documents of external origin identified and their distribution controlled?		
Is a procedure in place preventing the unintended use of obsolete documents?		
Are obsolete documents labeled with suitable identification if they are retained?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!

Control of Records	Supplier	Loc S.Q Review
Are records legible, readily identifiable, and retrievable?		
Is a documented procedure established to define the controls needed for identification, storage, protection, retrieval, retention time, and disposition of records?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!

Competence, Awareness, & Training	Supplier	Loc S.Q Review
Does personnel have the necessary competence to perform work affecting product quality?		
Have training or other actions been taken to satisfy these competency/awareness/training needs?		
Has the effectiveness of the actions taken been evaluated?		
Are personnel aware of the relevance & importance of their activities?		
Are records of education, training, skill, and experience maintained?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!



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Purchasing	Supplier	Loc S.Q Review
Has the supplier ensured that purchased product conforms to specified purchase requirements?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!

Preservation of Product	Supplier	Loc S.Q Review
Has the supplier preserved the conformity of product during internal processing & delivery?		
Has preservation met the requirements of identification, handling, packaging, storage, & protection?		
Has preservation of the constituent parts of a product been addressed?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!

Control of Monitoring & Measuring Devices	Supplier	Loc S.Q Review
Has the supplier determined the monitoring & measurement to be undertaken & the monitoring & measurement devices needed to provide evidence of conformity of product?		
Has the supplier established processes to ensure that monitoring & measurement can be carried out & are carried out in a manner that is consistent with the monitoring & measurement requirements?		
Is measuring equipment calibrated or verified at specified intervals, or prior to use?		
Is measuring equipment adjusted or re-adjusted as necessary?		
Is measuring equipment identified to enable the calibration status to be determined?		
Is measuring equipment safeguarded from adjustments that would invalidate the measurement result?		
Is measuring equipment protected from damage and deterioration during handling, maintenance, & storage?		
Has the supplier assessed & recorded the validity of the previous measuring results when the equipment was found not to conform to requirements?		
Has the supplier taken appropriate action on the equipment and any product affected?		
Are the records of the results of calibration and verification maintained?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!



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Internal Audits	Supplier	Loc S.Q Review
Are internal audits conducted at planned intervals?		
Does the planned audit program take in to consideration the status & importance of the processes & areas to be audited, as well as results of previous audits?		
Are the audit criteria, scope, frequency, & methods defined?		
Are the responsibilities and requirements for planning & conducting audits, & for reporting results & maintaining records defined?		
Are actions taken without undue delay to eliminate detected nonconformities & their causes?		
Do follow up activities include the verification of the actions taken & the reporting of verification results?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!

Monitoring & Measurement of Processes	Supplier	Loc S.Q Review
Has the supplier applied suitable methods for monitoring and, where applicable, measurement of processes?		
Do these methods demonstrate the ability of the processes to achieve planned results?		
When planned results are not achieved, is correction & corrective action taken to ensure conformity of the product?		
Are records of effective dates of process changes maintained?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!

Monitoring & Measurement of Product	Supplier	Loc S.Q Review
Has the supplier monitored & measured the characteristics of the product to verify that product requirements have been met?		
Is this carried out at appropriate stages of the product realization process in accordance with the planned arrangements?		
Is evidence of conformity with the acceptance criteria maintained?		
Are there records indicating the person(s) authorizing the release of product?		
Product release & delivery do not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority. Have these planned arrangements been completed?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!





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Control of Nonconformities	Supplier	Loc S.Q Review
Is nonconforming product identified and controlled to prevent its unintended use or delivery?		
Are the controls and related responsibilities and authorities for dealing with nonconforming product defined in a documented procedure?		
Is there action taken to eliminate the detected nonconformity?		
Is there action to preclude its original intended use or application?		
Are records of the nature of nonconformities & any subsequent actions taken, including concessions obtained, maintained?		
When nonconforming product is corrected, is it re-verified to demonstrate conformity to requirements?		
When nonconforming product is detected after delivery or use has started, are appropriate actions taken to the effects, or potential effects, of the nonconformity?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!

Corrective Action	Supplier	Loc S.Q Review
Has action been taken to eliminate the cause of nonconformities in order to prevent reoccurrence?		
Are corrective actions appropriate to the effects of the nonconformities encountered?		
Is there a documented procedure for reviewing nonconformities (including customer complaints)?		
Is there a documented procedure for determining the causes of nonconformities?		
Is there a documented procedure for evaluating the need for action to ensure that nonconformities do not recur?		
Is there a documented procedure determining & implementing action needed?		
Are there records of the results of actions taken?		
Is there a documented procedure for reviewing corrective action taken?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!



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Preventive Action	Supplier	Loc S.Q Review
Are there actions being taken to eliminate the causes of nonconformities in order to prevent their occurrence?		
Are the preventive actions appropriate to the effects of the potential problems?		
Is there a documented procedure determining potential nonconformities & their causes?		
Is there a documented procedure evaluating the need for action to prevent occurrence of nonconformities?		
Is there a documented procedure determining & implementing action needed?		
Are there records of results of action taken?		
Is there a documented procedure reviewing preventive action taken?		
<b>Element Score / Average (0-10)</b>	#DIV/0!	#DIV/0!



• End of Survey. See Score Sheet for Overall Rating. Enter Corrective Action Plans and Target Dates for any scores less than 7.