



TITLE: Supplier Evaluation		
DOCUMENT #:	1001147	REV #: L
DOCUMENT CLASS: K-PURCH FRM		
RESPONSIBLE DEPT: Purchasing	REF. QMS 7.4.1	

Purpose of this Document: **Supplier Evaluation**

Document Applies to: Quality Assurance and Purchasing

Supplier Self Evaluation

This evaluation is intended to assess your capabilities to satisfy our customers. The information supplied will be treated as confidential. K&L Microwave feels strongly that we must work together to ensure our customer's needs are met as we continue to improve the goods we produce. This can only be accomplished through effective communications and working closely together.

This form will be reviewed by K&L Microwave and may be followed up by an on-site survey. This self-evaluation may be used for both new and existing suppliers.

Supplier Identification

Please Print

Company Name: _____

Address: _____

Street

City

State

Zip Code

Telephone # _____ **Fax #** _____

Quality Contact and e-mail address: _____

General Information:

How long has your company been in business? _____

Primary Business? _____

What type of organization? _____ (Corporation / Partnership / LLC / sole proprietorship, etc.)

Division of: _____ Subsidiary of: _____

Number of employees at the above mentioned location: _____

Number in Manufacturing: _____ Engineering: _____ Quality: _____ Are you a Union Shop _____ (y or n)

What are the core competencies of your organization? _____



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Organizational Structure (please include name and email address):

President _____
 Vice President (Operations) _____
 Quality Manager _____
 Engineering Manager _____
 Manufacturing Manager _____
 Materials Manager _____
 Who is your primary contact person for K&L Microwave? _____

Customers:

List Your Top Five Customers:

Name	% of Your Business
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

What is your Total Annual Sales? _____

What per cent of your business is: _____ Military? _____ Commercial?

Are you currently shipping products to K&L Microwave? _____

Do you have International customers? _____ (yes or no) If so, in what countries? _____

Are you currently involved in any litigation or pending lawsuits? _____ (yes or no)
 If yes, please explain _____

Does your company fall under any of the categories listed below?

	YES	NO
Small Business Concern		
Small Disadvantaged Business Concern		
Veteran-owned Small Business		
Service-Disabled Veteran-owned Small Business		
Women-owned Small Business Concern		
Minority Owned Small Business Concern		
HUB Zone		

If you are considered a "Large Business Concern", do you have a "Small Business Plan"? _____



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Quality:

Do you have a documented **QMS** (Quality Management System)? _____

Is your **QMS** certified to ISO9001: 2000 or AS9100? _____

Please attach or forward a copy of your registration certificate (s).

Original registration date (s): _____

Who does the Quality Manager report to? _____

Describe your continuous improvement program including specific uses of SPC techniques? _____

Can you accommodate the exchange of information Electronically (i.e. CAD/CAM)? _____

What kind of data/software do you support? _____

Manufacturing:

What is your On-time delivery to your customers (on average)? _____

What is current capacity % _____ How many shifts? _____

What is your yield at Final Inspection? _____

What is your First Pass yield? _____

What are your lead-times (on average)? _____ Are your lead-times stable? _____

If a schedule change is required, how many advance workdays notice do you need? _____

Can you facilitate warehousing of finished products until it is needed in our facility? _____

Have your costs increased or decreased over the past two years? _____ By how much? _____

How often do you recommend cost saving techniques to your customers?

Frequently _____ **Rarely** _____ **Never** _____ **Other** _____

Do you use an **MRP** system to manage parts? _____

Do you utilize sub-contractors or outsource any of your work? _____ If yes, please explain. _____

What is the primary or key technology incorporated in your products? _____

Is your technology proprietary? _____



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Environmental:

Do you have an Environmental Management System (EMS)? _____ Is your EMS certified to ISO14001: 2000? _____ **Please attach or forward a copy of your registration certificate.**

Do you have an environmental policy? _____ If so, **please attach or forward a copy of your policy**

Have you identified your significant environmental aspects (i.e. activities, products, or services that may impact the environment)? _____

Does your manufacturing facility meet environmental legal requirements? _____

Do your products supplied to K&L Microwave meet European ROHS directive? _____

Do you have any special waste disposal issues? _____

NOTE: FOR THE FOLLOWING SECTIONS, PLEASE PROVIDE DOCUMENT TITLE, NUMBER AND REVISION LEVEL WHERE APPLICABLE.

4.2.3 Control of Documents

1. Does your company/ organization have a Quality Manual that describes the interaction of the processes in the management system? _____ Document no. and Rev level _____
2. How are documents reviewed and approved prior to issue (i.e. drawings, work instructions, quality manual, documents of external origin, etc.) _____
3. How are documents identified as the most current? _____
 - a. Is there a master list of documents identifying current status? _____
4. How do you ensure that appropriate documents are available at all locations where they are needed? _____
5. How are obsolete documents removed from points of use? How are they identified as obsolete? _____

K&L requires all suppliers to maintain Quality records per their QMS certification or if not certified to notify purchasing agent to arrange for the records to be sent to K&L.



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6.2.2 Competence, Awareness, and Training

1. How are training needs identified for all personnel? _____

2. How is required training provided and how are records of it maintained? _____

7.3.4 Design and Development

1. How do you control and verify the design of your product(s) to ensure that the specified requirements are met? _____

2. How are design reviews conducted and how are they documented in accordance with the design plan? _____

 - a. What functional departments participate in design reviews? _____

7.4.1 Purchasing

1. How are incoming purchase orders reviewed either prior to submission of a tender or at acceptance of the order to ensure that your facility has the capability to meet the requirements of the order? _____

2. Is there a procedure for ensuring that purchase order changes are correctly communicated within your organization? _____ How is the information conveyed? _____

3. How do you evaluate suppliers and do you monitor their performance including any specific Quality Assurance requirements? _____

4. Do you have a list of approved suppliers? _____ Who maintains this list? _____
5. How do you review and approve purchasing documents prior to release? _____

6. What is your standard turnaround time for quoting? _____



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7.5.2 Production

1. Are personnel provided with work instructions and workmanship standards? _____ Is it documented? _____
2. How is suitable production maintained to ensure continuing process capability? _____

3. Are there preventive maintenance procedures in place? _____ Are these procedures documented? _____
4. How is the inspection and test status of product identified? _____

5. How is inspection and test status maintained throughout production, installation, and servicing (where applicable), to ensure that only product that meets the applicable quality requirements is used? _____

8.2.4 Control of Monitoring and Measurement Devices

1. What documented procedures are in place for the control of inspection, measuring, and test equipment? _____

2. How is all inspection, measuring, and test equipment that can affect product quality identified, calibrated, and adjusted at prescribed intervals? _____

 - a. Is this done internally or externally? _____ If externally, by whom? _____
 - b. Who is responsible for equipment recall? _____
3. What safeguards are in place to ensure that the calibration of inspection, measuring and test equipment and test software remains valid? _____

8.3 Control of Non-conforming Product

1. How is nonconforming product identified and how is it segregated to prevent unintended use or installation? _____

2. How are nonconformances documented? _____



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8.5.2 Corrective Action and 8.5.3 Preventive Action

- 1. What system do you have in place for handling customer complaints? _____

- 2. What controls are in place to ensure that corrective action is taken and that it is effective? _____

- 3. What controls are in place to ensure that preventive action is effective? _____

Form Completed by:

_____	_____
Print name	Title
_____	_____
Signature	Date

NOTES: