

SUPPLIER EVALUATION

SUPPLIER NAME: _____ SUPPLIER LOCATION: _____
 COMMODITY: _____ SUPPLIER DUNS: _____
 EVALUATION DATE: _____ CONDUCTED BY: _____

GENERAL EVALUATION INSTRUCTIONS

PURPOSE: TO ASSESS THE SUPPLIERS TECHNOLOGY AND ABILITY TO
 1) PRODUCE A QUALITY PRODUCT OR
 2) PROVIDE QUALITY SERVICE TO LUMOTECH'S STANDARDS

APPLICATION: TO EVALUATE A SUPPLIER PRIOR TO AWARDING A CONTRACT

PLEASE COMPLETE THE FORM AND FAX / E-MAIL TO:

FAX NUMBER: 086 634 6659

E-MAIL ADDRESS: Purchasing@lumotech.co.za

DUE DATE: _____

- PLEASE SEND AN UP-TO-DATE COPY OF YOUR ORGANISATIONAL CHART
- PLEASE SEND UP-TO-DATE COPY OF ALL QUALITY CERTIFICATIONS
- NOTE: GREYED OUT AREAS WILL BE COMPLETED BY LUMOTECH

SECTION 1: COMPANY OVERVIEW

SUPPLIER NAME: _____
 SUPPLIER ADDRESS: _____

 CITY, STATE, CODE _____

 TELEPHONE: _____
 FACSIMILE: _____

TITLE	NAME	PHONE #	E-MAIL ADDRESS
CEO			

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PLANT MANAGER			
QUALITY MANAGER			
PRODUCTION MANAGER			
PURCHASING MANAGER			
LOGISTICS MANAGER			
ENGINEERING MANAGER			
SALES MANAGER			
FINANCE MANAGER			

- Are you ISO9000 certified?
 - YES** If YES, Send a copy of certificate
 - NO** If NO, Planned date? Registrar?
- Are you ISO/TS16949 certified?
 - YES** If YES, Send a copy of certificate
 - NO** If NO, Planned date? Registrar?
- Are you ISO14001 certified?
 - YES** If YES, Send a copy of certificate
 - NO** If NO, Planned date? Registrar?

If your company is not planning to become ISO 14001 certified: Please note that Lumotech encourages all suppliers to implement an environmental management system that has the following 1) process for waste management and monitoring 2) Identifies risks of environmental pollution (soil, water, air) and prevents these by implementing an ongoing program of improvement. Certification of such a system is not compulsory at present.

- Other: Send a copy of certificate
- Are you BEE compliant?
 - YES** If YES, Send a copy of supporting documents
 - NO** If NO, Planned date?
- What is the facility size? Number of Employees?
- Your current plant utilization?
% Impact of Lumotech quoted business on your plant?
- How many shifts/day does your plant normally work? Days per week?
- How long have you been in the business you are quoting on?
- What type of products do you manufacture / services provided?
- Do you currently manufacture parts / provide services for the auto industry?
 - YES**
 - NO**

For manufacturing facility only:

12. What are the typical materials you utilize?

CURRENT CUSTOMERS	%	PPM	CURRENT CUSTOMERS	%	PPM

- **NOTE:** % = Percent of total volume
PPM = (Return + Scrapped + Sorts + Reworks) X 1,000,000 / Goods To Customer
** Use Average PPM Of Last 12 Consecutive Months**

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SECTION 2: QUALITY SYSTEM

QUESTION	YES / NO / N/A	REFER TO	COMMENTS	VERIFICATION
1. Is your organization familiar with the following procedures?		QS 900 PPAP MANUAL/ INTERNAL PPAP PACKAGES		
• PPAP (NOT APPLICABLE TO SERVICE INDUSTRY)		QS 9000 PPAP METHODOLOGY CONTROL PLAN/ PROCEDURE/ PSW SIGN OFF		
• FOR GM SUPPLIERS ONLY: CONTAINMENT (GP-12) (NOT APPLICABLE TO SERVICE INDUSTRY)		GP-12 PROCEDURE		
• LAB ACCREDITATION (NOT APPLICABLE TO SERVICE INDUSTRY)		ISO/IEC 17025		
• CORRECTIVE / PREVENTIVE ACTION		LUMOTECH'S PROBLEM RESOLUTION REPORT		
2. Does your organisation use a disciplined problem solving method?		5 WHY ANALYSIS / Fishbone Diagram		
3. Is there a planning process consistent with the elements of APQP? If in service industry, state similar planning process used for new or changed services.		QS 9000 APQP METHODOLOGY DESIGN REVIEWS, FMEA'S, CONTROL PLANS, TIMING CHARTS, CHECKLISTS		
4. Does your organisation perform internal quality audits?		SCHEDULE, FREQUENCY, DOCUMENTATION, CORRECTIVE ACTIONS		

SECTION 3: PROCESS CONTROL

QUESTION	YES / NO	REFER TO	COMMENTS	VERIFICATION
1. Are all interrelated processes under the same roof? (NOT APPLICABLE TO SERVICE INDUSTRY)		FLOW DIAGRAMS TOUR		
2. Are control plans revised for product and process changes or when processes are found to be unstable and non-capable? (NOT APPLICABLE TO SERVICE INDUSTRY)		CONTROL PLANS COMPARED TO PRODUCT AND PROCESS SPC CHARTS UPDATED		
3. Does your organization utilize defect prevention methods? (NOT APPLICABLE TO SERVICE INDUSTRY)		SPC, ERROR PROOFING, VISUAL CONTROLS		
4. Work area clean and well organized?		HOUSEKEEPING		
5. Are 1) product / process changes or 2) service changes communicated to the customer and approved by the customer?		LUMOTECH REQUIREMENT		

SECTION 4: BUSINESS PROCESS DESCRIPTIONS

Describe all business processes applicable to your industry only

PROCESS STEPS	DESCRIBE CURRENT PROCESS	VERIFICATION / EFFECTIVENESS
Contract review		
Receiving raw material		

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Material identification		
Production or service scheduling		
Nonconforming material		
In-process inspection		
Final inspection		
SECTION 4: BUSINESS PROCESS DESCRIPTIONS ... Continued Describe all business processes applicable to your industry only		
Product rework		
Preventative maintenance tools and equipment		
Calibration		
Change Management		
Customer complaints and/or returns		
Monitoring Customer satisfaction		
Benchmarking		

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SECTION 5: PURCHASING

QUESTION	STATE PLAN / PROCEDURE	VERIFICATION / EFFECTIVENESS
1. How do you qualify your suppliers?		
2. How do you rate your suppliers?		

SECTION 6: HANDLING, STORAGE PACKAGING, PRESERVATION & DELIVERY (FOR MANUFACTURING FACILITY ONLY)

QUESTION	YES / NO	REFER TO	COMMENTS	Veri- fication
1. Do you currently export?		SHIPPING / DELIVERY DOCUMENTATION		
QUESTION	STATE PLAN / PROCEDURE			VERIFICATION / EFFECTIVENESS
2. What are your current shipping methods?				

SECTION 6: HANDLING, STORAGE PACKAGING, PRESERVATION & DELIVERY ... Continued (FOR MANUFACTURING FACILITY ONLY)

QUESTION	STATE PLAN / PROCEDURE	VERIFICATION / EFFECTIVENESS
3. What is your current inventory management system?		
4. How many days of finished product inventory is on hand/		
5. What process assures that your production capacities are not oversold?		
6. What type of packaging and labeling do you currently utilize?		

FOR DIRECT SUPPLY:

7. Delivery lot size defined?		
8. Delivery Frequency defined?		
9. Safety stock at supplier defined?		

FOR DECOUPLED SUPPLY:

10. Consignment stock contract signed?		
11. Warehouse Operation by?		
12. Costs for handling – For a) LUMOTECH b) Service Provider?		
13. Days on hand agreed with Lumotech		

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14. If external service provider is used the contract between supplier and service provider must contain: a) Lumotech requirements for warehousing fulfilled b) Option of access to the warehouse on the part of Lumotech		
TERMS OF DELIVERY:		
15. Incoterms - definition of risks according to Incoterms: a) DDU b) FOB c) FCA		
16. Transfer of title – Comment a) Yes b) No		
SECTION 6: HANDLING, STORAGE PACKAGING, PRESERVATION & DELIVERY ... Continued (FOR MANUFACTURING FACILITY ONLY)		
QUESTION	STATE PLAN / PROCEDURE	VERIFICATION / EFFECTIVENESS
ADDITIONAL CONCEPT OF DELIVERY:		
17. Concept a) Consignment Stock b) Kanban		
INFORMATION TRANSFER:		
18. Format of communication: a) EDI b) Mail		
TRANSIT TIME:		
19. Transit time working days (=frozen period). Note: In long distance supply chains with DDU-Delivery the deviations during the transit has to be covered by buffer stock in the warehouse.		
INCREASE IN CUSTOMER DEMAND:		
20. How long will it take to cover an increase in demand by a) 20% b) 30%		

SECTION 7: TRAINING

QUESTION	STATE PLAN / PROCEDURE	VERIFICATION / EFFECTIVENESS
1. How do you cover for absenteeism?		
2. How do you train replacement employees?		
3. Is on-the-job training provided?		

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4. How is the effectiveness of the training verified?

SUMMARY & RESULTS (Lumotech to complete this page)

CATEGORY		COMMENTS	EFFECTIVE	DEFICIENT
1	COMPANY OVERVIEW			
2	QUALITY SYSTEM			
3	PROCESS CONTROL			
4	BUSINESS PROCESS DESCRIPTIONS			
5	PURCHASING			
6	HANDLING, STORAGE, PACKAGING PRESERVATION & DELIVERY			
7	TRAINING			

SOURCE RECOMMENDATION

DO NOT SOURCE

REASON:

SOURCE

COMMENTS:

PURCHASING:

DATE:

QUALITY ASSURANCE:

DATE: