

Diemasters Manufacturing Inc. 2100 Touhy Ave. Elk Grove Village, Illinois 60007
 Phone: 847.640.9900 Fax: 847.640.6292

Supplier Assessment Questionnaire

Audit Date :	On-Site Audit	Self Assessment Audit
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Supplier Name: _____		
Facility Address: _____		
City: _____	State: _____	Zip Code: _____
Is this Facility Minority Owned? Yes No If "Yes," which minority?		

Number of Years in Business: _____	Annual Sales: \$ _____
Number of Employees: _____	Number of Shifts: _____
Facility Square Footage: _____ SQ Feet	
Is this a Union Shop? Yes No If yes, When Does the Contract Expire?	

Types of Services or Products Offered at this Facility?	
Plating	Silk screening
Painting	Heat Treating
Other:	Components/Fasteners/Hardware
_____	Metals-sheet/coil
_____	Heat Treating
_____	Machine/Welding Services
Are You a Manufacturer, Distributor or Both?	

Is this Facility ISO 9001:2000, QS-9000:1998 , or TS 16949:2002 Certified by a 3 rd party Certification Body ?	Yes	No
If "No", How Soon do You Plan on Working Towards Certification and Which One?		

Supplier Key Contacts	Title	Telephone Number

4.1 MANAGEMENT RESPONSIBILITY

4.1.0	Does the Company have a Quality Policy Manual and Procedures in Place? If Yes,	Yes	No
4.1.0.1	Is there a procedure for updating the Quality manual?	Yes	No
4.1.2	Are documented procedures and Quality Management System Written to comply with the QS-9000:1998, ISO-9001:2000, and/or TS-16969:2002 Quality System Requirements?	Yes	No
4.1.3	Are there defined goals and objectives for quality ? Please Describe Process:	Yes	No
4.1.4	Is Continuous Improvement Deployed Throughout the Organization, to Continuously Improve the Quality, Service, and Delivery of the Products? _____	Yes	No
4.1.5	Does the Company Have a Quality Assurance Function? If "Yes," Who is Responsible?	Yes	No
4.1.6	Does the Company Use Quality Instructions / Procedures at the Work -Station?	Yes	No

4.2 REVIEW OF CUSTOMER SPECIFICATIONS

4.2.1	At Receiving Inspection, Who is Responsible to Review Customer Purchase Orders, to Make Sure the Required Product Specifications are Met? Please Describe Process: _____ _____ _____ How is This Information Communicated to the Production Floor? Please Describe Process: _____ _____
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4.3 PROCESS CONTROL

4.3.1	How do You Monitor In-process Inspection? Please Describe Process:		
4.3.2	Are statistical methods (SPC) implemented, for the appropriate processes?	Yes	No
4.3.3	What is your inspection method of Final Inspection? Please Describe Process:		
4.3.4	How do you identify product traceability throughout processing, storage, packaging and shipping? Please Describe Process:		

4.4 CONTROL OF NONCONFORMING PRODUCT

4.4.1	What System do You Have to Control Nonconforming Products? Please Describe Process: _____		
4.4.2	Are nonconforming products clearly identified to ensure they cannot be mixed with conforming products?	Yes	No
4.4.3	Does the Company Have a Quarantine Area to Segregate Nonconforming Product ?	Yes	No

4.5 CORRECTIVE AND PREVENTIVE ACTION

4.5.1	Do You Have a System in Place to Handle and Respond to Customer Complaints, Via Corrective Action? Yes No Please Describe Process: _____
4.5.2	Who is Responsible for Corrective and Preventive Action Response? _____

4.5.3 Are customer complaints and/or returns analyzed for feedback and corrective action in a timely manner?	Yes	No
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4.6 FINAL INSPECTION AND TESTING

4.6.1	Does the Supplier Carry Out Final Inspection Audit, Before the Product Leaves Your Facility, to Make Sure the Parts Conform to Diemasters' Specified Requirements? If "Yes,"	Yes	No
4.6.1.1	Who is Responsible for this Function? Please Describe Process:		

4.7 INSPECTION, MEASURING AND TEST EQUIPMENT

4.7.1	Are Inspection, Measuring and Test Equipment Used? If "Yes,"	Yes	No
4.7.1.1	Is Technical Data Pertaining to the Inspection Checks Available for Review?	Yes	No
4.7.2	Is the Calibration of Inspection, Measuring and Test Equipment Performed? If "Yes,"	Yes	No
4.7.3	Does the equipment or records indicate the authority for, and the status of, the calibration?	Yes	No
4.7.3.1	Do You Maintain Calibration Records?	Yes	No

4.8 HANDLING, STORAGE, PACKAGING, AND DELIVERY

4.8.1	Are there Packaging, Identification, Labeling and Shipping Instructions Available at Shipping?	Yes	No
4.8.2	Do You Have Systems in Place for Handling Product to Prevent Damage and Deterioration?	Yes	No
4.8.2	Do You Have a System in Place to Support 100% On-time Delivery , to Meet Diemasters' Delivery Requirements? If "No,"	Yes	No
4.8.2.1	How Do You Communicate Late Delivery to Diemasters ? Please Describe Process:		
4.8.3	If the Delivery Performance is Not at 100% as Scheduled, do You Implement Corrective Actions?	Yes	No

4.9 RECORDS

4.9.1	Do You Have Capabilities to Provide Diemasters With Process "Certification" if Requested ?	Yes	No
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4.9.2	Is Technical Data Pertaining to Inspection, Measuring and Testing Verification, Submitted to the Customer if Requested?	Yes	No
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4.9.3	Are Quality Records Maintained? If "Yes,"	Yes	No
4.9.3.1	What is Your Retention Period ? Please Describe Process:		
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4.10 INTERNAL QUALITY AUDIT

4.10.1	Do You Carry Out Internal Quality Audits? If "Yes,"	Yes	No
4.10.1.1	Do You Have a Planned Audit Schedule ?	Yes	No

4.11 TRAINING

4.11.1	Do You Have a Training Program in Place? If "Yes,"	Yes	No
4.11.1.1	Do You Maintain Training Records?	Yes	No
4.11.2	How do You Qualify Personnel Performing the Required Job Activities? Please Describe Process:		
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4.12 STATISTICAL TECHNIQUES

4.12.1 Does the Company Employ Statistical Process Control (SPC)? If "Yes,"	Yes	No
4.12.1.1 What SPC Methods do You Use ? Please Describe Process:		

FOR CUSTOMER USE ONLY
4.13 SUBCONTRACTOR DEVELOPMENT

Note: If the Supplier is Not in Compliance to ISO-9001:2000 or QS-9000:1998 Quality System Requirements, Diemasters Shall Work With the Supplier and Make Recommendations to Improve the Fundamentals of the Quality **Management** System.

This Part of Supplier Development Shall Occur at Supplier Specified Frequency.

Diemasters Audit Team: _____

Audit Date: _____