KEY INFORMATION					
Supplier Name:		Assessment Date:		Assessor:	
Supplier Address:		Supplier Telephone:			
Supplier Contact & Title:		Supplier Web Site:			
Supplier email:		Type:	Full Service:	Build to Print:	
Primary Commodity:		Blueprint:	Not Provided:	Provided:	
Supported Program:		Part/s being considered:			
Liability Insurance Certificate	Y __ N __ Copy Received ___	**No new business awarded by Linamar without liability insurance**			

SUPPLIER BACKGROUND				
Item #	**Assessment Item**	Points	Score	**Guidelines** - At a minimum use the following to evaluate each assessment item
1	**Linamar Supplier Quality Manual:**	3.0		**Has the supplier downloaded a copy from Linamar.com? Supplier can demonstrate download & accepts Linamar QM as written - 3, Printed copy - 2, Not printed or downloaded but able to find it - 1, None of the above - 0.**
2	**Major Customers/Processes Used:**	4.0		**Primary Customer Base Commercial -0, Automotive & Commercial -1, Extensive Automotive -2, OEMs -3**
				List Major Customers, how long have they supplied to their majors? List significant Manufacturing Processes.
				List Sub-Contracted Processes (i.e. Heat Treat, Plating, Painting, Deburr, etc.). Has the supplier reviewed CQI audits from Sub-Contractors? - 1
				Manufacturing Strategies Offered - Continuous Production (Dedicated Tools & Equipment, Fixed Assets) Large Batch Production (Dedicated Tools, Dedicated Equipment None/Little, Not Program Specific) Small Batch (Tools & Equipment both Dedicated and Non-Dedicated) Service Parts
				Unusual Processes or Equipment (Radiation Hardening, Magnesium Casting, Continuous Real Time X-ray, Ultrasonic Testing, etc.)
3	**Employee and Customer Satisfaction:**	8.0		**Does the supplier adhere to the Linamar Code of Conduct as listed in the Supplier Quality Manual and as published on the Linamar Corporate Website? Linamar expects all suppliers to be in compliance with the requirements with regard to the avoidance of Conflict Minerals in materials supplied to Linamar Corporation World-Wide. - 1 Find further information on Conflict Minerals at <www.conflict-minerals.com>.**
				Are employees represented? If so date of last labor agreement, expiration date of agreement, last labor action?
				What is the current employee turnover rate, how does that compare to historic averages? Separate hourly from management. Are there any open management positions? If so how long have they been open? - 2
				What are the most recent major customer performance ratings? Any examples of customer recognition for performance? If a current Linamar supplier list recent scorecard ratings, if not green. Is there any current customer performance or warranty data available for review? - 1
				Describe the appearance and cleanliness of plant. Is there adequate lighting. Are safety goals and performance prominently displayed, are quality, customer satisfaction and delivery performance displayed where employees can review. -1
				Describe employee morale and attitude. Supplier management allowing assessor to speak directly with operators? -1
				Are safety practices in alignment with industry norms? Eye protection, hearing protection, foot and hand protection. Floors free of water, oils, other lubricating fluids. Pressure tanks correctly stored and labeled? Coolant controlled, leaks attended to promptly? - 2
4	**PPAP/Automotive Industry Familiarity/Process Control**			**Has the supplier done PPAPs/Safe Launch/Run @ Rates for OEMs, other automotive customers? Are PPAP samples retained? - 2**
				When the supplier develops control plans for new products do they use a cross-functional team? Who is responsible to drive the process and validate that it works? Are operator training records maintained and posted at work stations. Is Error Proofing included from the beginning of all new projects? - 2

		13.0		Do they have access to all the latest industry reference documents from AIAG and VDA etc. If exposed to OEMs are they connected through the OEM supplier portals? - 1
				Does the supplier's quality plan contain all the required elements? Including, a Control Plan that specifically references high risk items from the PFMEA, a Measurement System strategy that describes the type, frequency, number, gauge and pass fail criteria for all KPCs, PTCs and QSIs identified on the part or process? Is the supplier in compliance with their own plan? - 2
				Does the supplier have capability data to back up their strategy to control high risk elements. Does this include Measurement System Analysis data that supports their selection of gauging, frequency and number of checks and verifies proper operator gauge usage. - 2
				How does the supplier's quality plan deal with Pass Through Characteristics (PTCs)? Are they recognized? Listed in the control plan and PFMEA? - 2 Does the supplier conduct annual layouts of material shipped to Linamar. - 1
				Is the supplier clear on Linamar's policy relative to defective material found at our facilities, the application of controlled shipping and the Step Up to Green Process for poor performing suppliers. -1
5	Contract Feasibility Review:	2.0		Is there a process in place to conduct a cross-functional feasibility review to confirm the ability of the supplier to conform with all print specifications and program requirements including timing and capacity. Signed off by functional leaders? - 2
6	Organizational Structure/Size:	6.0		Total manufacturing space, break out by area, Production, Maintenance, Office, Storage, Shipping Dock, Tool Room, Receiving, etc.
				Describe operating plan, days/week, days/year, shifts/day, hours/shift, numbers of employees by shift including management.
				Does supplier have a clearly defined quality system? Is it in writing? Is this system supported by management? (sign off), Is it comprehensive enough to support automotive operations? - 2
				Are all management positions filled? Are responsible personnel defined for APQP teams? Organizational & RASIC Charts - 2
				Has a system for self-assessment been established by the supplier? (internal audit) Are recent internal audits available for review? Are they supported by action plans? - 2
7	Delivery Performance:	5.0		How does the supplier track premium freight incidents? What is their historical on time delivery percentage? - 2
				How is the plant scheduled? Who is responsible? How much inventory is maintained? Who receives and acknowledges customer releases? - 1
				Who is responsible for resolving delivery problems? Are delivery records maintained? Have there been any recent delays or shortages? Explain? - 1
				Is maintenance coordinated with materials management to assure that customers are not disrupted? Clearly communicate Linamar's requirements regarding RMAs and late shipments. - 1
8	Financial Stability:	2.0		Is the supplier publically traded or privately held? What are the annual sales? Is the company a parent or subsidiary? How many years in business in total, how many in the present location? Other locations? Where is executive management located? Annual sales? Is sufficient working capital available to support the new programs? Is there adequate cash flow? - 1
				Has the supplier completed the Linamar Financial Assessment - 1
				QUALITY REQUIREMENTS
9	IATF-16949 or ISO 9001 certified: ISO 14001 certified:	2.0		If YES, review most recent third party audit. If NO, establish intentions of supplier to become certified to IATF 16949 or ISO 9001, have supplier provide a timeline for certification. ISO 9000/IATF-16949 *(depending on audit results)* 1 Plan to reach ISO 9001/IATF-16949: 0 (Must have documentation showing contract with registrar in place), No Plan - (-1). Is supplier certified ISO 14001 compliant Y/N
10	Tooling Control:			Who is responsible for tooling, on time, and validated? - 1

		6.0		Does the supplier make their own tooling or is it outsourced? Is there an approved tool builders list? Are tool builders visited regularly during the building process? - 1
				Who maintains tooling, the supplier or a third party? What is outsourced vs. in-house? Are tools properly maintained, stored and identified? This includes post production reports, part/shot counts by tool & refurb/replacement schedules - 2
				Is the supplier is familiar with the Linamar Tool Audit Procedure (XR-29-C03-01-01)? Are obsolete and service tools properly labeled? -2

11	**Gauge Control /Strategy:**	7.0		Is the measurement strategy appropriate for the component being produced including EOL, variable, go/no-go, templates, and boundary samples? - 2
				Have gauge studies been completed including, Repeatability and Reproducibility, Linearity, Resolution, and Bias during product launch? - 1
				Is gauging properly maintained, is it stored and labeled. Is there an ongoing gauge control program. Is there a metallurgist on staff or other trained gauge technicians? Are all gauges identified, are employee owned gauges permitted and covered in the gauge control program? - 1
				Are operators trained in the proper use and application of gauges for features they control? - 2
				Are gauge studies available for review ? Is calibration traceable to recognized standards ? - 1
12	**Quality Resources (Equipment & Personnel):**	5.0		List the key quality personnel resident at the facility. Is there adequate quality support for all shifts and weekend or holiday operations. Have all operators received adequate training (Training Progress Chart) - 2
				On-site lab facilities? What test or measurement equipment is onsite? Accredited? Are onsite lab facilities appropriate for the part/component under consideration. If using an outside lab what is the location, and hours of availability? Is it certified? Who reviews material certifications, are they on file and available for review? - 1
				Is there an established Material Review Board to evaluate non conforming material. - 2
13	**RMA Policy (System response time for returns):**	5.0		Is there an existing process in place to monitor material returned from customers? Is the disposition of material traceable to it's final state? - 1
				Who is responsible to establish containment when non-conforming material is reported by the customer? - 2
				Have Linamar's requirements for non-conforming material been clearly communicated to the supplier including timing and documentation (24 hr. initial response, 15 days to submit 8D). - 1
				What is the average number of monthly returns over the last 12 months. - 1
14	**Material Identification/Inspection Routings:**	6.0		Is all material on the shop floor identified? Is it traceable?, to what level?, how long are traceability records maintained? Is it properly stored to prevent damage from handling, traffic, and weather? - 2
				Is inspection status apparent on incoming and outgoing product? Is incoming material inspected for damage, moisture, and containments upon arrival? Is First In First Out inventory control maintained? - 2
				Is non-conforming material segregated and clearly identified? Is physical access restricted to prevent accidental entry into the flow of in process material? - 2
15	**Internal/External Corrective Action Procedures:**	8.0		How is initial containment established? Who is responsible? Who is responsible to inform the customer, when is the customer informed? - 2
				Who is responsible for problem solving? Once containment has been established, what is the process utilized to determine Root Cause and Corrective Actions? - 2
				Is there an established procedure for determining Root Cause? Review examples. - 1 Is the same person responsible for implementing Corrective Actions and verifying they are effective? Review existing CARs/8D reports. - 1
				Are Layered Audits employed to confirm Corrective Actions remain in effect? Is Error Proofing used eliminate the need for Layered Audits and human error? Is a Read Across in place to assure learning is replicated across the Plant ? - 2
16	**New Product Launch:**	8.0		Who reviews feasibility of new potential product launches? Are all KPCs, PTCs and CSIs identified and linked to the process control plan? - 2
				Who is responsible to Track/Drive new product launches? Who oversees the team? Is there a formal process and tracking method? Show example. - 2
				Who monitors Supplier Program/Timing/Issues materials, Re-arrangement equipment and especially tooling? - 2
				Who from the manufacturing location is responsible for customer awareness/notification of any program developments including timing, quality, cost, etc.? - 2

17	**Engineering Change Procedures:**	5.0		Who manages Engineering Changes? Does the supplier have a system for tracking engineering changes? Who approves changes (same team that approved the original design)? - 2
				Who manages obsolete material? Including disposition, scrapping and maintains document trail? - 1
				Who from the manufacturing plant is responsible to inform the customer of the change? Supplier Proposed Change Request (SPCR) available on LINUS under supplier management forms. - 2.
18	**Control of Supply Base:**	5.0		Who is responsible for purchased parts and raw material? Is traceability required for incoming materials? Who is accountable for Supplier Quality? - 2
				Does the supplier sub-contract manufacturing processes? (Heat treat, plating, painting, etc.). Who is responsible to oversee sub-contractors? - 1 Does the supplier have an approved sub-contractor list? - 1
				Does the supplier maintain an approved supplier/sub-contractor list? Are supplier performance ratings maintained? - 1

ENGINEERING CAPABILITIES
To be completed for "Full Service" Suppliers only

19	**Design Capabilities:**	10.0		Number of dedicated Design Engineers? Employees or Contractors? - 2
				What design software is utilized? List names and versions. How many seats? - 2
				Supplier to list and describe previous successful designs and current design customers. - 2
				Does the supplier conduct Research and Development? Describe resources devoted to R & D. Describe control and extent of Intellectual Property. - 2
				Does the supplier have any Strategic Partnerships in place, either in the form of alliances or investment, for the purpose of Research and Development of process or products - 2
20	**Engineering Staff and Services:**	10.0		Supplier to list number of engineers on staff, broken down by services provided (product engineering, test and validation, reliability, warranty, etc.), location, employment status (employee or contractor). - 4
				Supplier to describe program launch support strategy. Including dedicated resources and facilities. - 3
				Supplier to provide Engineering Organizational Chart with RASIC. - 3
21	**Facilities:**	10.0		What laboratory facilities does the supplier have? Where are they located? Are they accredited? (When and by Who?). - 3
				Describe testing facilities, can supplier conduct validation testing, test to failure, climatic tests, static tests. All season and environmental. Vehicle level? System level? Component level? - 4
				Is there a warranty analysis facility? Equipped to do component switch out? - 3

SCORING SUMMARY

Supplier Manufacturing Capability Total		100	Possible Points	
Acceptable	80-100%	0	Points Scored	**Corrective Action Required: Y / N ***
Needs Development	65-79%	**0%**	Rating%	**Due Date:**
Unacceptable	0-64%		Status	**Re-audit Required: Y / N**
				Re-audit Date:
Supplier Engineering Capability Ra Total		30	Possible Points	
Acceptable	80-100%	0	Points Scored	
Needs Development	65-79%	**0%**	Rating%	***Corrective Action Required for all Scores 64-79%, or any**
Unacceptable	0-64%		Status	**individual element with a score less than 60%**