



## References

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# Appendices

**Appendix A**  
**Forms Used in the Old System**

### Record of Supplier's Product Quality

Vendor's Name _____	Month _____
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No	Product Description	Quantity Delivered	P.O. No.	Product Quality		Inspection Sheet No.	Recorded By	Remark
				Pass	Not pass			
<b>Note:</b> 1. Mark 2. Mark Award = (Accepted Lots/Number of Total Lots) x 50					Number of Total lots			
					Number of Accepted lots			
					Mark Awarded			
					Assessor			



## Supplier's Performance Monitoring Sheet

Vendor's Name _____	Month _____
---------------------	-------------

No. of Delivery	Product Description	P.O. No.	Promised Delivery Date	Ordered Quantity	Invoice No.	Actual Delivery Date	Actual Quantity Delivered	Recorded by	Remark

<b>Note:</b> 1. A shipment is on-time when it is received no later than 3 days after the promised date and not more than 7 days before the promised date. 2. Mark Awarded = (On-time Deliveries/Total Deliveries) x 50	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: none;">Total Deliveries</td> <td style="width: 50%; border: none;"> </td> </tr> <tr> <td style="border: none;">On-time Deliveries</td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;">Mark Awarded</td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;">Assessor</td> <td style="border: none;"> </td> </tr> </table>	Total Deliveries		On-time Deliveries		Mark Awarded		Assessor	
Total Deliveries									
On-time Deliveries									
Mark Awarded									
Assessor									

### Computation of Rating Mark

Vendor's Name _____	Vendor's No. _____	For the Year _____
---------------------	--------------------	--------------------

	Mark for Product Acceptance	Mark for Delivery Performance	Total Mark	% change	Remark
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

**Note** Any drop of supplier's total mark for more three successive months, or a drop more than 20 percent in any month must be reported to the Factory Manager and Purchasing Department

## **Appendix B**

### **Forms used in the new Incoming Inspection System and the Inspection Plan**



## Equipment Calibration/ Repair Recording Sheet

No. of tool/ Equipment \_\_\_\_\_ Model \_\_\_\_\_ Used at Department \_\_\_\_\_  
 Instrument Type \_\_\_\_\_ Name of Manufacturer \_\_\_\_\_  
 Model \_\_\_\_\_ Manufactured Date \_\_\_\_\_

### Repair Records

Date	Problem	Repair Detail	Remark	Date	Problem	Repair Detail	Remark

### Calibration Record

Date of Calibration	Reasons for Calibrating		Standard used for testing	Result	Remark	Tested/ Calibrated by	Supervisor	Department Head	Department Manager
	As scheduled	Repair							

## Training Record for Inspector/ Purchaser

Employee No. \_\_\_\_\_

Name \_\_\_\_\_

Employment date started \_\_\_\_\_

Topics	Training Period	Instructor	Test Result	Instructor's signature
1. Basic properties of MMA and testing				
2. Specifications and Testing of MMA				
3. Specifications and testing of Masking Paper.				
4. Specifications and Testing of Additives				
4. Specifications and Testing of Glass				
6. _____				
7. _____				
8. _____				

## **Appendix C**

# **Work Instructions for Incoming Inspection of Key Materials under the New System**

<b>ABC Company Limited</b>	Page 1/24
<b>Document Title: Material Spec and Inspection</b>	<b>Revision No. 1</b>
<b>Document No : S-QC-001</b>	<b>Effective From: 01/02/2002</b>

**Material Name:** Pigment (Paste)  
**Detail :** Used as colorant for cast acrylic sheet

**Usage :** Used as pigment for cast acrylic sheet

### Specifications

Property	Specification
- General Appearance	Thoroughly Mixed, No separation of pigment and solvent
- dE (color shade difference from standard sample)	<0.8 (compared to the standard of each shade in computer's database)

### Inspection Method

- QC Inspector picks 1 drum per color of the pigment at random from each lot. Take a sample of 50 kg. from each selected drum and hand in the sample to Lab department head
  - Lab conduct tests on the submitted sample following either 1.1 or 1.2 below
- 1.1 Make a sample using 1 percent of the pigment. Size of the sample sheet is according to the standard sample size plus or minus 1%. After the sample sheet is made, measures its color value by spectrophotometer. Procedures to measure the color value should follow that stated in work instruction no. W-QC-001. The color value measured must be in the acceptable range.
- 1.2 Dilute the pigment in the MMA. Use the concentration of 0.1 g/ 100 ml. Dilute the solution in a 100-ml tube. Then take the solution to measure its color value by the spectrophotometer. Follow work instruction no. W-QC-001 in measuring the color using spectrophotometer. The color value must be in the acceptable range.

<b>ABC Company Limited</b>	Page 2/24
<b>Document Title: Material Spec and Inspection</b>	<b>Revision No. 1</b>
<b>Document No :</b>	<b>Effective From: 01/02/2002</b>

**Material Name:** Pigment (Powder)  
**Detail :** Used as colorant for cast acrylic sheet

**Usage :** Used as pigment for cast acrylic sheet

### Specifications

Property	Specification
- General Appearance	Thoroughly Mixed, No separation of pigment and solvent
- dE (color shade difference from standard sample)	<0.4 (compared to the standard of each shade in computer's database)

### Inspection Method

- 1.1 Make a sample using 1 percent of the pigment. Size of the sample sheet is according to the standard sample size plus or minus 1%. After the sample sheet is made, measures its color value by spectrophotometer. Procedures to measure the color value should follow that stated in work instruction no. W-QC-001. The color value measured must be in the acceptable range.
- 1.2 Dilute the pigment in the MMA. Use the concentration of 0.01 g/ 100 ml. Dilute the solution in a 100-ml tube. Then take the solution to measure its color value by the spectrophotometer. Follow work instruction no. W-QC-001 in measuring the color using spectrophotometer. The color value must be in the acceptable range.

<b>ABC Company Limited</b>	Page 3/24						
<b>Document Title: Material Spec and Inspection</b>	<b>Revision No. 1</b>						
<b>Document No :</b>	<b>Effective From: 01/02/2002</b>						
<p><b>Material Name:</b> Masking Paper  <b>Detail :</b> Masking Types PS, PSB, WP, WPB, PE, PEB, PEC, WS, WSB, PVC</p> <p><b>Usage :</b> to be limited on the sheet for protecting sheet surface</p> <p><b>Specifications</b></p> <table border="1"> <thead> <tr> <th>Property</th> <th>Specification</th> </tr> </thead> <tbody> <tr> <td>1. Width</td> <td>Plus or minus 2 percent of quoted size</td> </tr> <tr> <td>2 Weight per sq.m</td> <td>Plus or minus 4 percent of quoted spec.</td> </tr> </tbody> </table> <p><b>Inspection Method</b></p> <ul style="list-style-type: none"> <li>- The inspector picks 1 roll at random from every carton submitted. Measure the width; the value must be within specification. Also check the texture against the agreed sample. If the sample is not within spec, perform 100 percent inspection for that carton.</li> <li>- From the roll picked up from each carton, cut a piece of paper of the size 1 m x 1m. Measure the paper weight following the instruction in the document titled "how to use digital weighing device" (W-QC-002). The weight measure must be within spec. If not, take one more sample from another roll in that carton. If the second sample still falls outside spec, reject the whole carton. Otherwise accept the carton.</li> </ul>		Property	Specification	1. Width	Plus or minus 2 percent of quoted size	2 Weight per sq.m	Plus or minus 4 percent of quoted spec.
Property	Specification						
1. Width	Plus or minus 2 percent of quoted size						
2 Weight per sq.m	Plus or minus 4 percent of quoted spec.						

<b>ABC Company Limited</b>	Page 4/24						
<b>Document Title: Material Spec and Inspection</b>	<b>Revision No.</b> 1						
<b>Document No :</b>	<b>Effective From:</b> 01/02/2002						
<p><b>Material Name:</b> ABNR, ABIN  <b>Detail :</b> Chemical name 2,2'-Azobisisobutyronitrile  <b>Usage :</b> to be used as initiator and catalyst for sheet 1.0-3.0 mm. thick</p>							
<b>Specifications</b>							
<table border="1"> <thead> <tr> <th>Property</th> <th>Specification</th> </tr> </thead> <tbody> <tr> <td>1. General Appearance</td> <td>Clear Crystal, no visible impurity</td> </tr> <tr> <td>2 Time needed for a standard sample (3 mm.) sheet to solidify</td> <td>3 hour plus or minus 10 minutes</td> </tr> </tbody> </table>		Property	Specification	1. General Appearance	Clear Crystal, no visible impurity	2 Time needed for a standard sample (3 mm.) sheet to solidify	3 hour plus or minus 10 minutes
Property	Specification						
1. General Appearance	Clear Crystal, no visible impurity						
2 Time needed for a standard sample (3 mm.) sheet to solidify	3 hour plus or minus 10 minutes						
<b>Inspection Method</b>							
<ul style="list-style-type: none"> <li>- Inspector visually check every bag, the material must be clear crystal, and contains no visible impurities. If there is any abnormality, inform QA manager</li> <li>- QC Inspector randomly picks 100 g of material from every lot and submit the sample to Lab for testing</li> <li>- Lab uses the submitted sample to make standard sample sheet. The time for the sheet to solidify must be within acceptable range.</li> </ul>							

<b>ABC Company Limited</b>	Page 5/24
<b>Document Title: Material Spec and Inspection</b>	<b>Revision No. 1</b>
<b>Document No :</b>	<b>Effective From: 01/02/2002</b>

**Material Name:** ABNV, ABVN  
**Detail :** Chemical name 2,2'-Azobis (2,4-dimethylacrylonitrile)  
**Usage :** to be used as initiator and catalyst for sheet thicker than 3 mm.

### Specifications

<b>Property</b>	<b>Specification</b>
1. General Appearance	Clear Crystal, no visible impurity
2 Time needed for a 4 mm. sheet of standard size (1 ft x 1 ft) to solidify	4 hour plus or minus 20 minutes

### Inspection Method

- Inspector visually check every bag, the material must be clear crystal, and contains no visible impurities. If there is any abnormality, inform QA manager
- QC Inspector randomly picks 100 g of material from every lot and submit the sample to Lab for testing
- Lab uses the submitted sample to make standard sample sheet. The time for the sheet to solidify must be within acceptable range.



## **Appendix D Supplier Rating Forms in the New Supplier Evaluation System**

<b>Supplier Rating Form</b>
<b>Category: Product Quality</b>
<b>Maximum possible marks: 40 marks</b>

**Direction:** Points in this category should be rated by Production Manager, Quality Assurance, Lab or users of the material

1. **Conformance to specifications:** Rate supplier for compliance with ABC's specifications, requirements as stated in the Purchase Order or Contract. This compliance also extends to cover provision of technical information such as material safety data sheet as requested by Purchasing

- |  |            |
|--|------------|
| <input type="checkbox"/> Very Satisfied      | [15 marks] |
| <input type="checkbox"/> Satisfied           | [10 marks] |
| <input type="checkbox"/> Partially Satisfied | [ 5 marks] |
| <input type="checkbox"/> Unsatisfied         | [ 0 marks] |

2. **Returns due to defects:** Before rating on this measure can be done, QA should provide necessary documented quality history of the supplier under rating. The record must contain at least return history and rework.

- |  |            |
|--|------------|
| <input type="checkbox"/> No shipment returned and/ or no reworks performed since the last evaluation               | [10 marks] |
| <input type="checkbox"/> Partial shipment returned and/ or small amount of reworks performed (less than 5 percent) | [5 marks]  |
| <input type="checkbox"/> One or more total shipments returned and/ or a high amount of rework performed            | [0 marks]  |

3. **Internal Quality Control-** Check whether the supplier has a formal quality manual and rate the manual based on its content.

- |  |           |
|--|-----------|
| <input type="checkbox"/> Manual exceeds Acron's requirements | [5 marks] |
| <input type="checkbox"/> Manual meets Acron's requirements   | [3 marks] |
| <input type="checkbox"/> Manual partially meets Acron's      |           |

- specifications [2 marks]
- Manual exists but does not meet Acron's requirements [1 mark]
- No manual exists [0 mark]

4. **Safety Program:** whether the supplier has a quality program in place

- Employee safety training program in place, monitored, and reported [5 marks]
- Safety manual available to employees at time of employment [6 marks]
- Safety program in place without regular training [2 marks]
- No safety program in place [0 mark]

5. **Quality Training**

- Employee quality training program [5 marks]
- No employee quality training program in place [0 mark]

**TOTAL MARKS ATTAINED** = \_\_\_\_\_ / 40 marks

**Other Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Supplier Rating Form

**Category: Delivery & Price**  
**Maximum Possible Marks: 40 Marks**

**Direction:** This form should be rated by Stock and Purchasing.

1. **Quoted Delivery Lead Time:** How is the lead time quoted by this supplier compared to others selling the same or similar material.

- |   |           |
|---|-----------|
| <input type="checkbox"/> Obviously better than other suppliers        | [6 marks] |
| <input type="checkbox"/> About the same as other supplies             | [5 marks] |
| <input type="checkbox"/> Within 1 weeks compared to other suppliers   | [4 marks] |
| <input type="checkbox"/> Within 2 weeks compared to other suppliers   | [3 marks] |
| <input type="checkbox"/> Within 2-4 weeks compared to other suppliers | [1 mark]  |
| <input type="checkbox"/> Lead time much longer than other suppliers   | [0 mark]  |

2. **Fulfillment of order :** From the last evaluation, how many percent of deliveries have been fully fulfilled (in term of quantity). In rating this characteristic, material receipt record from Stock is needed.

- |  |           |
|--|-----------|
| <input type="checkbox"/> 90-100 % of total deliveries  | [7 marks] |
| <input type="checkbox"/> 80-89% of total deliveries    | [5 marks] |
| <input type="checkbox"/> 70-79% of total deliveries    | [3 marks] |
| <input type="checkbox"/> 60-69% of total deliveries    | [2 marks] |
| <input type="checkbox"/> Below 59% of total deliveries | [0 mark]  |

3. **Actual delivery compared to quoted delivery (On-time deliveries of goods and services):** How many percent of materials have been delivered on-time?

- |   |             |
|---|-------------|
| <input type="checkbox"/> 100% of total deliveries/ services   | [12 marks]  |
| <input type="checkbox"/> 90-99% of total deliveries/ services | [ 10 marks] |
| <input type="checkbox"/> 80-89% of total deliveries/ services | [ 8 marks]  |

- 70-79% of total deliveries/ services [ 7 marks]
- 60-69% of total deliveries/ services [ 6 marks]
- 50-59% of total deliveries/ services [ 5 marks]
- 49% of total deliveries/ services [ 0 marks]

**Note: Reduce score by half if any delivery is more than 30 days late.**

**4 Packing according to specification**

- Packaging usually meets specification (90 percent up) [ 3 marks]
- Packaging sometimes to specification [ 1 mark]
- Packaging not to specification [ 0 mark]

**5. Quoted net price compared to other competitors ( plus or minus 5%)**

- In line with competition (plus or minus 5 percent) [ 3 marks]
- Not in line with competition [ 0 mark]

**6. Price stability since last evaluation (plus or minus 5%)**

- Plus or minus 5% [3 marks]
- Not in line with previous quotations (greater than 5%) [5 marks]

**7. Low bidder (net price): 3 marks possible**

- The supplier is the low bidder [3 marks]
- The supplier is not the low bidder [0 mark]

**8. Offering of special payment terms:**

- 2% 10, net 30 or better [3 marks]
- 1% 10, net 30 or equivalent [2 marks]
- 0.5% 10, net 30 or equivalent [0 mark]

**TOTAL ATTAINED MARKS = \_\_\_\_\_ /40 marks**

**Other Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Supplier Rating Form</b>
<p><b>Category: Service</b></p> <p><b>Maximum Possible Marks: 20 Marks</b></p>

**Direction:** This form is to be rated by those who have contacts with the supplier in these departments: Purchasing, Laboratory, Accounting, Users, and Engineering

1. **Responsiveness to problems:** In case there is problem, how fast does the supplier respond and how much is their involvement in the problem solving? Is there any on-site assistance and how is the availability?

- |  |           |
|--|-----------|
| <input type="checkbox"/> Highly responsive | [5 marks] |
| <input type="checkbox"/> Fairly responsive | [3 marks] |
| <input type="checkbox"/> Not responsive    | [0 mark]  |

2. **Compliance with billing requirements** (to be rated by Accounting)  
Completeness and Correctness of related accounting documents.

- |  |           |
|--|-----------|
| <input type="checkbox"/> Invoice usually legible with all necessary data<br>e.g., P.O number, line item, price, etc. | [5 marks] |
| <input type="checkbox"/> Invoices sometimes correct  | [1 mark]  |
| <input type="checkbox"/> Invoices always incorrect or missing data   | [0 mark]  |

3. **Job performance:** (to be rated by production manager, project leader, and/ or user). Job was performed in a timely manner in accordance with agreed upon start and completion dates

- |   |           |
|---|-----------|
| <input type="checkbox"/> Project started and completed on-time or early | [5 marks] |
| <input type="checkbox"/> Project started on-time or early               | [2 mark]  |
| <input type="checkbox"/> Project completed on time or early             | [2 marks] |
| <input type="checkbox"/> Project started late and completed late        | [0 mark]  |

4. **Readiness for information requested** (to be rated by Purchasing)

- Quotation and specifications are prepared fast and according to the company's request [5 marks]
- Quotation and specifications are prepared reasonably fast and fulfill company's request [3 marks]
- Quotation and specifications are prepared slowly and fails to fulfill company's request [0 mark]

TOTAL \_\_\_\_\_/20 marks

Other comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Supplier Rating Form</b>
-----------------------------

<b>Category: Financial Stability (NO POINT)</b>
---

**Direction:** This form is to be rated by Accounting and Finance Department. There is no point given to this category, but it is the company's policy to deal with suppliers with good credit and financial stability only

Rate each area in S or U (S = Satisfactory, U = Unsatisfactory)

1. **Credit check:** Considering from the supplier's history and submitted documents, rate the supplier' credit as S or U. Also provide comments

2. **Annual report** (where available): Rate S or U after review of annual report.

**Documents required for credit financial stability assessment (if available)**

1. Company Registration Form
2. Financial statement for the past 3 years
3. Company Profile and business plan (if possible)
4. Any other documents deemed necessary by the Company



<b>Supplier Audit Form/ Questionnaire</b>
<b>Audited Area:    Quality Management</b>

- |  |                 |
|--|-----------------|
| 1. Is there a program in place to improve process and productivity   | 5 4 3 2 1 0 N/A |
| 2. Is there evidence of full support from top management for improvement of process/ program   | 5 4 3 2 1 0 N/A |
| 3. How is satisfying customer's needs emphasized, and is there emphasis on doing things right first time and continuous Improvement?                         | 5 4 3 2 1 0 N/A |
| 4. Is a Quality Policy published, posted, accessible to all employees?   | 5 4 3 2 1 0 N/A |
| 5. Is the Quality Policy communicated and understood by all employees?   | 5 4 3 2 1 0 N/A |
| 6. Is there formal training/ education for all employees?  | 5 4 3 2 1 0 N/A |
| 7. Are statistical methods and techniques being used to guide action on process control to more consistently meet customer product and service requirements? | 5 4 3 2 1 0 N/A |
| 8. Is the team approach utilized to bring about improvements in quality and process?   | 5 4 3 2 1 0 N/A |
| 9. Is there evidence of good housekeeping and safe practices   | 5 4 3 2 1 0 N/A |

<b>Supplier Audit Form/ Questionnaire</b>
<b>Audited Area:    Quality Assurance</b>

- |   |                             |                        |
|---|-----------------------------|------------------------|
| 1. Does the company have a quality manual? If so,<br>Is it up-to-date and accessible to all employees?  | 5 4 3 2 1 0 N/A             |                        |
| 2. Are there standardized procedures/ work instructions? If so,<br>are they:  | Yes _____ No _____          |                        |
| a. Consistent with the Quality Manual?  | 3 2 1 0 N/A                 |                        |
| b. Accessible to concerned people?  | 3 2 1 0 N/A                 |                        |
| c. Current and up-to-date?  | 3 2 1 0 N/A                 |                        |
| d. Supporting ABC's quality needs?  | 3 2 1 0 N/A                 |                        |
| e. Adequately adhered to?   | 3 2 1 0 N/A                 |                        |
| 3. Is there a documentation system to control material/ equipment<br>through all stages of production so that identification status and<br>tractability are maintained? | 5 4 3 2 1 0<br>N/A          |                        |
| 4. Briefly describe what gauges or test/ measuring equipment are<br>being used in each of the following areas:  |                             |                        |
| <b>Incoming materials</b>   | <b>In-process materials</b> | <b>Final materials</b> |
| a. Is there a written schedule for the calibration of testing/<br>measuring equipment and is it being followed?   |                             | 3 2 1 0 N/A            |
| b. Do these standards used for calibration refer to<br>recognized reference sources?  |                             | 3 2 1 0 N/A            |

- c. Are calibration records kept for sufficiently long period 3 2 1 0 N/A
- d. Are gauges and test/ measuring equipment well maintained? 3 2 1 0 N/A
5. Is there a system to ensure that defective materials are separated properly from good ones? 5 4 3 2 1 0 N/A
6. Is there a written policy for the disposition of nonconforming finished product? 5 4 3 2 1 0 N/A
7. Is there a procedure to perform internal quality audit? 5 4 3 2 1 0 N/A
8. Is there a defined, closed-looped "corrective action system" which focuses on prevention of nonconformance and failure? 5 4 3 2 1 0 N/A

<b>Supplier Audit Form/ Questionnaire</b>
<b>Audited Area:    Material Control</b>

- |   |                 |
|---|-----------------|
| 1. Is there a formal system for evaluation, selection and rating of suppliers, and also supplier development program?         | 5 4 3 2 1 0 N/A |
| 2. Is supplier certification or approval required prior to the purchase of critical materials?                                | 5 4 3 2 1 0 N/A |
| 3. Are supplier regularly monitored? How?   | 5 4 3 2 1 0 N/A |
| 4. Are suppliers of critical materials required to demonstrate good control of their processes?                               | 5 4 3 2 1 0 N/A |
| 5. Are specifications for all purchased materials clear and In written documents?   | 5 4 3 2 1 0 N/A |
| 6. Can materials be traced or identified to test/ inspection report?  | 5 4 3 2 1 0 N/A |
| 7. Is there written sampling and testing procedures for all materials?  | 5 4 3 2 1 0 N/A |
| 8. Are incoming materials inspected, documented, and monitored before used in production and are accurate records maintained? | 5 4 3 2 1 0 N/A |
| 9. Is there a formal procedure for the disposition of defective materials? If so, how are they handled?                       | 5 4 3 2 1 0 N/A |
| 10. Are rejected incoming materials identified and physically separated to a new area prevent use?                            | 5 4 3 2 1 0 N/A |

11. Do you subcontract work to external sources? If so, **5 4 3 2 1 0 N/A**  
Is there an adequate control to assure quality of the subcontracted work?

<b>Supplier Audit Form/ Questionnaire</b>
<b>Audited Area:    Process Control</b>

- |   |                 |
|---|-----------------|
| 1. Is there a written sequence or flow diagram detailing the manufacturing/ administrative sequence/ process?                             | 5 4 3 2 1 0 N/A |
| 2. Are statistical control measurements and methods being used to determine process stability and reduction of product concerns?          | 5 4 3 2 1 0 N/A |
| 3. Is the process under continuous control and capable of meeting ABC's quality requirements?   | 5 4 3 2 1 0 N/A |
| 4. Is there a system which is to indicate the status of processes and material status at each stage throughout the manufacturing process. | 5 4 3 2 1 0 N/A |
| 5. Is there a good system to record process changes?  | 5 4 3 2 1 0 N/A |
| 6. Is there a policy to inform customers of changes that could affect quality of the product?   | 5 4 3 2 1 0 N/A |

<b>Supplier Audit Form/ Questionnaire</b>
<b>Audited Area: Customer Service</b>

- |  |                 |
|--|-----------------|
| 1. Are there records maintained that show compliance with ABC's requirements regarding shipping and handling of goods?         | 5 4 3 2 1 0 N/A |
| 2. Is there inspection before products are packed and shipped? If so, what formal sampling plan is utilized?                   | 3 2 1 0 N/A     |
| 3. Is there verification before shipping to make sure all purchase order requirements and shipping instructions have been met? | 5 4 3 2 1 0 N/A |
| 5. Is there a system to monitor delivery performance? If so, how?  | 5 4 3 2 1 0 N/A |
| 6. Is there a program to continuously improve delivery performance? If so, how?  | 5 4 3 2 1 0 N/A |
| 7. Is there documented evidence for each of the following?:  |                 |
| A. Reduced set-up times  | 3 2 1 0 N/A     |
| B. Reduced set-up scrap  | 3 2 1 0 N/A     |
| C. Reduced lead times  | 3 2 1 0 N/A     |
| 8. Is there an effective system in place for addressing concerns?  | 5 4 3 2 1 0 N/A |

### Computation of Audit Marks

	Audit Marks	Total Possible Marks
1. Quality Management	_____	_____
2. Quality Assurance	_____	_____
3. Material Control	_____	_____
4. Process Control	_____	_____
5. Customer Service	_____	_____
<b>Total Actual Mark</b>	_____	

**Total Possible Marks** \_\_\_\_\_  
**Minus NA's** \_\_\_\_\_  
**Total Adjusted Marks** \_\_\_\_\_

% obtained = total actual mark/ total adjusted marks = \_\_\_\_\_ %

Evaluation conducted by: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_



## Supplier Information

### Company Information

Established in: \_\_\_\_\_

Number of personnel \_\_\_\_\_ Manufacturing \_\_\_\_\_

Administrative \_\_\_\_\_

QA/ QC: \_\_\_\_\_

### Facility

Overall size of facility \_\_\_\_\_ sq.m. Age of building: \_\_\_\_\_ sq.m.

Estimated production area \_\_\_\_\_ sq.m. Free area for future expansion  
sq.m.

Estimated storage area \_\_\_\_\_ sq.m.

### List of major equipment used in production

Machine Name	Function	No. of machines	Average age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Production Capacity

Production full capacity \_\_\_\_\_

Present production level is at \_\_\_\_\_ % of capacity

Any plan to expand capacity within 2 years                      Yes                      No

(if yes, please give details) \_\_\_\_\_

### Operation (s) that are subcontracted to suppliers/ subcontractors

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Biography

Mr. Kriangkari Cherngwiwatkit was born in Bangkok in 1976. He earned his bachelor's degree in civil engineering from Chulalongkorn University in 1997. After graduation, he started working as a technical support engineer at a land surveying company for about 1 year. After that, he changed his career to manufacturing field and had been working as the administration manager of a plastic company when he decided to participate in the joint Master's degree program at the Regional Center for Manufacturing Systems Engineering. The program was a joint academic initiative run by Chulalongkorn University and the University of Warwick of the U.K. He was enrolled as a part-time student and graduated in the academic year 2002.

