

**A-9 Sourcing checklist**

Customer or Internal Part No _____		Revision Level _____				
	Question	Yes	No	Comment / Action Required	Person Responsible	Due Date
1	Does the supplier facility capacity plan meet organization quality and delivery requirements, including service parts?					
2	Have your supply chain lead times been considered within the capacity plan?					
3	Has the supplier reviewed lessons learned from previous or similar projects?					
4	Has the supplier reviewed the DFMEA and PFMEA, if applicable?					
5	Is the supplier aligned with severities, special and pass-through characteristics listed in PFMEAs?					
6	Does the supplier have an acceptable recovery plan?					
7	Does the supplier have a process and resource plan for evaluation and management of tiered suppliers?					
8	Does the supplier have evidence of prior product experience or technical expertise relevant to new product?					
9	Can the supplier meet manpower resource commitments to ensure successful completion of program; proper skills and training to perform the necessary tasks?					
10	Can the supplier verify any special assembly techniques, test methods or containment procedures used?					
11	Has the supplier met all sourcing requirements and provides all documentation required by customer?					
<b>ENGINEERING FUNCTION</b>						
12	Does the supplier currently supply to the automotive industry?					
13	Are customer and organization specification subscriptions up to date?					
14	Does the supplier have experience with this commodity? If so, list how long in Comments.					
15	Is the supplier experienced with the material grade/type as defined on drawing? (e.g., plastic, steel, rubber)					
16	Does the supplier have acceptable design capability for the specific component (s)?					
17	Are the supplier's drawing and engineering software systems compatible with customer requirements?					
18	Is the supplier capable of exchanging engineering data electronically?					
19	Does the supplier have an effective change management process with all appropriate functions represented?					
20	If timing is compressed does the supplier have the resources to manage?					
21	Are there any open concerns from the technical review, e.g., feasibility, timing?					
22	Does the supplier have a system and resources to manage all regulatory requirements, such as safety, IMDS, REACH?					
23	Does the supplier use error-proofing for special characteristics as described in section 2.11 APQP?					
24	Does the supplier have any exceptions to the requirements?					
<b>MANUFACTURING SYSTEMS</b>						
25	Does the supplier site have experience manufacturing this commodity or similar product?					
26	Is the supplier's manufacturing site in the same region/country as ours?					
27	Will the supplier use existing production equipment for the program?					
28	Are specialized tooling or fixtures required for this program?					
29	Does the supplier have in-house tooling/pattern-making capability?					
30	Does the part require special handling or shipping care?					
31	Are there specified labeling requirements?					
a	Does the supplier have a traceability process capability?					
32	Does the supplier have a well-defined and implemented process for preventive maintenance?					
33	Does the supplier have a process for predictive maintenance?					
34	Is usage of statistical process controls evident on the shop floor, using both variable and attribute data as applicable?					
35	Does the supplier have experience with pass-through characteristics?					

36	Does the supplier understand the pass-through characteristics from the supplier to the end customer?				
37	Does the supplier use mistake-proofing for special characteristics?				
38	Does the supplier validate detection systems (e.g., rabbit, reject master)?				
39	Does the supplier have experience in high volume production?				
40	Does the supplier have experience with the required tolerance ranges?				
41	Are the inspection areas well lit and are visual aids present?				
42	Do all work stations have work instructions and reaction plans clearly documented and accessible?				
43	Are all major concerns found during the manufacturing process review/audit resolved?				
44	Is the manufacturing facility clean and well organized?				
45	Does the manufacturing facility fulfill requirements for water services, air, floor space, storage, power outages, etc.?				
46	Does the supplier evaluate equipment efficiencies and through-put as a performance indicator, such as OEE?				
47	Are any risks due to new building construction or expansion at the site mitigated?				
48	As applicable, does the supplier meet minimum CTPAT criteria? This includes applicable foreign regulatory requirements, e.g., product certification.				
<b>QUALITY SYSTEM</b>					
49	Is the supplier third-party certified? If so, list any major nonconformances in their most recent third-party surveillance audit in Comments.				
50	Does the supplier's recent Parts Per Million (PPM) performance meet the organization's PPM requirement? If available, note the previous year's average in Comments.				
51	Does the supplier track internal PPM? If so, list the average for the past year.				
52	Does the supplier's recent Parts Per Billion (PPB) performance meet the organization's PPB requirement, if applicable? If available, note the previous year's average in Comments,				
53	Does the supplier track internal PPB? If so, list the average for the past year.				
54	Does the supplier have an effective and documented corrective action process?				
55	Does the supplier have an effective and documented product and process continuous improvement process?				
<b>MANUFACTURING SYSTEMS</b>					
56	Does the supplier have an effective and documented system for managing its sub-suppliers?				
57	Are predictive tools used for preventive maintenance?				
58	Does the supplier have an effective and documented gage calibration capability?				
59	Does the supplier have a documented layered process audit (LPA) process? (Reference AIAG CQI-8 Layered Process Audit Guideline)				
60	Does the supplier conduct effective layered process audits (LPA)?				
61	Does the supplier have regular management review meetings?				
62	Does the supplier have clearly defined and appropriate metrics for monitoring quality performance?				
63	Does the supplier have an effective and documented lessons learned process?				
64	Does lessons learned include launch issues?				
65	Does lessons learned include read-across?				
66	Does the supplier have an effective and documented process for managing pass-through characteristics (PTCs)?				
<b>COMMERCIAL</b>					
67	Does the supplier have a well-defined program management process in place?				
68	Does the supplier have adequate management resources (e.g., engineers, qualified staff)?				
69	Does the supplier have an inventory control system that ensures adequate supply and FIFO of current product?				
70	Is the supplier's financial rating acceptable?				
71	Did or will the supplier accept the organization's quality requirements?				
72	Did or will the supplier accept the organization's P.O. terms and conditions?				
73	Did the supplier request any exceptions during team feasibility assessment?				
74	Did the supplier provide a capacity and investment plan?				
<b>TECHNOLOGY</b>					
75	Does the supplier have all the necessary machinery, tooling and equipment for product realization?				
76	Does the supplier have experience manufacturing similar product with existing product and process technology?				

77	List any potential risk due to implementation of new product or process technology in Comments.					
78	Does the supplier have customer and/or organization portal capability and cyber security systems?					

**\* Every "No" item must have approved action plan**

**Revision date:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_