ABC Group	**Supplier Readiness Checklist**		
	App. By: M.J.J. Quail	Rev.: 0-22SEP11	Form: 80QPP-F-031

Supplier: _____ Part Number: _____

Certified by: _____ Position: _____ Date: 11/21/2011

[USE OPEN ISSUES LIST TO DOCUMENT ACTION ITEMS]

☐ **Yes** ☐ **No** 1. Are work instructions, packaging instructions and Cell Layout posted?

☐ **Yes** ☐ **No** 2. Does the Cell layout match the floor layout?

☐ **Yes** ☐ **No** 3. Are operator instructions/visual controls available, and adhered to at each work station?

☐ **Yes** ☐ **No** 4. Does Start-up and Shutdown procedure for the process exist?

5. Are work instructions available for the following? (details below)

☐ **Yes** ☐ **No**	Start/Stop:	Click here to enter text.
☐ **Yes** ☐ **No**	Run:	Click here to enter text.
☐ **Yes** ☐ **No**	Set-up/Changeover:	Click here to enter text.
☐ **Yes** ☐ **No**	Control & Gauging:	Click here to enter text.

Work Instructions (Optional detail)

Work Instruction – Start/Stop (Explains how to start up, and shut-down equipment safely)
- Is there a negative impact on product quality, if start/stop procedure is not followed?
- Does a procedure, with correct content exist?
- Does the procedure include "How to do cold start-up"?
- Does it include "How to shut equipment down"?

Work Instruction – Run (Standardized method of performing work)

- Do procedures, with correct content, exist?
- Are they posted where the operator can see them?
- Are procedures posted appropriately for automated stations?
- Are procedures short, simple, unambiguous and easily understood?

Work Instruction – Set-up/Changeover (Instruction for set-up, changeover, and start/end shift)
- Do procedures, with correct content, exist?
- Are they readily available to everyone who needs them?
- Does everyone who needs them know where to find them?
- Are procedures short, simple, unambiguous and easily understood?
- Do they clearly define who is authorized to do what?
- Is the set-up verification method identified?
- Is proper disposal of set-up parts defined?
- Do instructions ensure that correct feeder parts are being assembled?

Work Instruction – Control & Gauging
(Control checks for important product and process characteristics)
- Does a procedure with correct content exist for product and process characteristics?
- Is it posted where the operator can see it?
- Are procedures posted appropriately for automated stations?
- Are all required checks included in procedure?
- Are frequencies of checks appropriate for process capability levels?
- Are procedures short, simple, unambiguous and easily understood?
- Are responsibilities for checks clearly defined?
- For automatic stations, do they tell operator/job-setter what to do with parts in station when the auto sequence is interrupted, and how to re-start?
- Is proper disposal of suspect/scrap parts defined for attended and unattended stations?
- Are instructions for Error-Proof verification checks included?

☐ **Yes** ☐ **No**   6.   Are There first-off parts and paperwork present in the work station?

☐ **Yes** ☐ **No**   7.   Are ARR and boundary samples established and signed-off?

☐ **Yes** ☐ **No**   8.   Are Quality Alerts being signed and Layered Process Audits signed?

☐ **Yes** ☐ **No**   9.   Is there a Reaction Plan when process or product is out of control?

☐ **Yes** ☐ **No**   10.   Is process capability data maintained, and regularly updated for KPCs?

- Is it readily available?
- How current is it?
- Is the process in control?
- What is the Ppk? (Short term)   Cpk (Long term)

☐ **Yes** ☐ **No**   11.   Does the Reaction Plan documentation deal with non-conforming product?

☐ **Yes** ☐ **No**   12.   Are measurement devices properly calibrated and verified fit-for-use?

☐ **Yes** ☐ **No**   13.   All Poke Yoke working properly and present on the fixtures?

☐ **Yes** ☐ **No**   14.   Are high RPN potential failure modes in PFMEA addressed through error-proofing equipment, or documented in the Process Control Plan?

☐ **Yes** ☐ **No**   15.   Are master parts established, calibrated and working condition?

☐ **Yes** ☐ **No**   16.   Can the parts, run since the last good check, be traced to the production shift and operation?

☐ **Yes** ☐ **No**   17.   Is Records Retention available and visible?

☐ **Yes** ☐ **No**   18.   Does the plant have communication procedures in place for all shifts?

☐ **Yes** ☐ **No**   19.   Does Supplier Quality Processes and Measurement procedure exist?

☐ **Yes** ☐ **No**   20.   Component verification and Traceability procedure available and followed properly?

☐ **Yes** ☐ **No**   21.   Are they considered an Evaluation and Accreditation Test facilities?

☐ **Yes** ☐ **No**   22.   Are Internal Quality audits and Layered Audits being performed on time?

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☐ **Yes**　☐ **No**　　23.　Is Continuous Improvement procedure available and implemented?

☐ **Yes**　☐ **No**　　24.　Is Shipment Notification System in place and properly implemented?

☐ **Yes**　☐ **No**　　25.　Does the packaging instruction represent the way the parts are being packed?

☐ **Yes**　☐ **No**　　26.　Are shipping labels the right ones being used?

☐ **Yes**　☐ **No**　　27.　Is the Run at Rate procedure established and approved?

☐ **Yes**　☐ **No**　　28.　Is Early Production Containment procedure established?

☐ **Yes**　☐ **No**　　29.　Is a Preventative Maintenance procedure established and performed on time?

☐ **Yes**　☐ **No**　　30.　Is training records formalized and effective?

☐ **Yes**　☐ **No**　　31.　Are suspect/scrap containers (red) available at each operation properly labeled and defined?

☐ **Yes**　☐ **No**　　32.　Does the facility have a Contingency Plan established and defined?

OPEN ISSUES LIST

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Overall Subjective Ranking: ☐ **Red** **(1-15)**   ☐ **Yellow** **(16-24)**   ☐ **Green** **(25-32)**

Follow-Up Date: Click here to enter a date.   ☐ **e Required**