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Preliminary Supplier Evaluation

GENERAL EVALUATION INSTRUCTIONS

Purpose

This Preliminary Supplier Evaluation (PSE) is to assess the supplier's ability to produce a quality product to Milton CAT's standards

Application

To evaluate a supplier prior to awarding a contract or adding to Milton CAT's approved Supplier List

Please complete this form and email to rachael_keefe@miltoncat.com

Please also send up-to-date copies of the following documents.

- Organization chart
- Company's Warranty Statement
- Copy of your W9 (Request for Taxpayer Identification Number & Certification)
- Certificate of Insurance (See Exhibit B)

Preliminary Supplier Evaluation

COMPANY OVERVIEW

SUPPLIER NAME: _____
SUPPLIER ADDRESS: _____
CITY, STATE, ZIP CODE: _____
SUPPLIER WEBSITE: _____
PHONE/FAX #: _____

TITLE	NAME	EMAIL ADDRESS	PHONE #	YEARS IN POSITION
CEO/PRESIDENT				
QUALITY MANAGER				
SALES MANAGER				
ENGINEERING MGR				

1. ARE YOU ISO-9001:2015 CERTIFIED _____ IF YES, SEND COPY OF CERTIFICATE & QUALITY MANUAL
IF NO, PLANNED DATE? _____

2. FACILITY SIZE (SQ FT)? _____ NUMBER OF EMPLOYEES? _____
YEARS IN BUSINESS? _____

3. UNION REPRESENTATION? _____ IF YES, NAME AND EXPIRATION DATE? _____

4. HOW MANY SHIFTS PER DAY DOES YOUR PLANT WORK? _____

5. WHAT IS THE GEOGRAPHICAL EXTENT OF YOUR BUSINESS? _____

6. WHAT TYPE OF PRODUCTS DO YOU MANUFACTURE? _____

7. WHAT INDUSTRIES DO YOU SUPPLY TO: _____

8. NAME OF TOP 5 CUSTOMERS _____ % OF BUSINESS _____

9. DO YOU HAVE SCHEDULED PLANT SHUTDOWNS? _____ YES _____ NO
 IF YES, WHEN _____

Box must be checked to be an approved Milton CAT supplier

Supplier has reviewed Milton CAT's Responsibilities for counterfeit, suspect or fraudulent items form below. Form # DOC-COUNTERFEITFRAUDULENTITEMS.009

ISO CERTIFIED SUPPLIERS STOP HERE... SIGN THE BOTTOM OF THIS DOCUMENT AND RETURN WITH A COPY OF YOUR ISO CERTIFICATION, ISO MANUAL AND OTHER REQUESTED DOCS TO MILTON CAT

MILTON CAT RESERVES THE RIGHT TO CONDUCT SOURCE INSPECTIONS AT SUPPLIERS FACILITY ON ALL ORDERS

Document # DOC-EVALUATIONOFSUPPLIERS.009

Dated: February 7th, 2018

Revision # 1

NON-ISO CERTIFIED SUPPLIERS MUST COMPLETE THIS SECTION

QUALITY SYSTEM

QUESTION	Y/N	EXAMPLES	NOTES
1. Are you familiar with the following?			
a. Containment			
b. Corrective Action System			
2. Do you use a disciplined problem solving method?			
3. Does the supplier perform internal quality audits?			
4. Do you perform sub supplier audits?			

PROCESS CONTROL

QUESTION	Y/N	EXAMPLES	LIST EXAMPLES/ EXCEPTIONS
1. Are all interrelated processes in house?			
2. Are control plans revised for product and process changes or when process are found to be broken?			
3. Do you perform Inspection?			
		STATE CONTROL PLAN/INSPECTION CRITERIA	EFFECTIVENESS
4. Do you have calibrated measurement equipment?			
5. Do you have a product identification and traceability system?			
6. Can you provide a certificate of compliance for your products/service?			

PURCHASING

QUESTION	PROCEDURE	EFFECTIVENESS
1. How do you qualify your suppliers?		
2. How do you rate your suppliers?		
3. Do you perform yearly supplier evaluations?		

TRAINING

QUESTION	PLEASE STATE DETAILS
1. Do you have an onboarding training process for new employees?	
2. Are training records established and maintained for all applicable personnel and available for review?	

FINANCIAL STABILTY

QUESTION	PLEASE STATE DETAILS
3. Have you declared bankruptcy or changed majority ownership in the last 3 years?	

Milton CAT monitors each supplier on an annual basis using a nonconformance system and corrective action process. Failure to provide product and service on time everything may result in a nonconformance/corrective action Initial here: _____

Supplier Representative Name and Title

Date

Supplier Representative Signature

Milton CAT Approver Signature

Date

Milton CAT's Comments: _____

Responsibilities for Counterfeit, Suspect or Fraudulent Items

In addition to Milton CAT's ISO9001 Quality Assurance Program requirements, the process for the evaluation of Supplier products to determine if those products are potentially counterfeit, suspect or fraudulent (CCSFI) is considered important for establishing the quality of products that will be supplied.

The process for detection of potentially counterfeit, suspect or fraudulent items/products during the performance of product inspection activities is –

During Milton CAT inspection and testing processes we shall identify and consider items with the following indications as suspect: -

- Altered manufacturer's name, logo, serial number, manufacturing date.
- Items differing in configuration, dimensions, fit, finish, color or other attributes from that expected.
- Markings on items or documentation are missing unusual, altered or inconsistent with that expected.
- Items, sold as new, exhibit evidence of prior use.
- Performance inconsistent with specifications or certification or test data furnished
- Documentation that appears altered, incomplete or lacks expected traceability.
- Underwriters Laboratory (UL) or manufacturer's markings

Supplier will be responsible to flow all Quality Requirements to their vendors and inform Milton CAT if these have not been accepted by vendor(s). Milton CAT will determine any applicable action from vendor nonconformance.

Documentation is subject to review and acceptance by Milton CAT Quality Assurance Manager.