SUPPLIER ASSESSMENT

MAGNA

DATE OF AUDIT:

SUPPLIER NAME:		Supplier Contact Name:	
ADDRESS / CITY / STATE		Supplier Contact Position:	
		Supplier Contact Phone:	
FAX NUMBER:		E-Mail Address	

REASON FOR/TYPE AUDI

☐	Operational Issues/Concerns	☐	Potential/New Business
☐	TS Compliance Assessment	☐	Other (Describe):

CURRENT OPEN ISSUES AT MAGNA PLANT(S) Y ☐ N ☐ # ☐

AUTOMOTIVE SALES AS % OF OVERALL SALES:

Union Facility ☐ YES ☐ NO

If Yes, Contract Expire:

Location DUNS

TS 16949 Certification	CERTIFICATION EXPIRY DATE	ISO 9001 Certification	CERTIFICATION EXPIRY DATE	VDA/Other Certification	CERTIFICATION EXPIRY DATE	ISO 14001 Certification	CERTIFICATION EXPIRY DATE
☐ YES		☐ YES		☐ YES		☐ Yes	
☐ NO		☐ NO		☐ NO		☐ NO	

Has Certification ever been revoked? ☐ YES ☐ NO

If Yes, State Reason:

Product liability insurance? Y ☐ N ☐

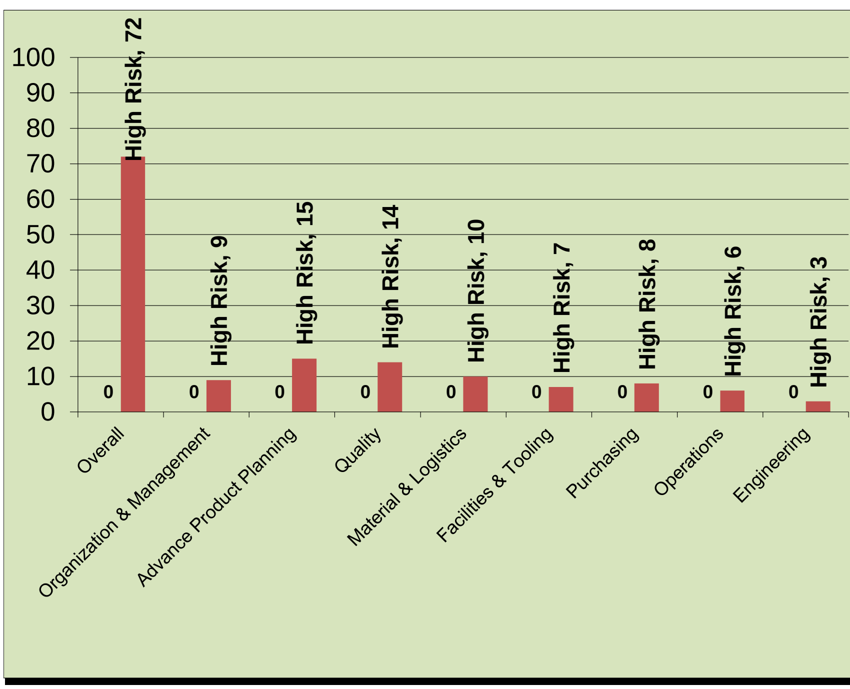
CQI Compliant? N/A ☐ Yes ☐ No ☐

CQI #:		**Last Assessment:**	
CQI #:		**Last Assessment:**	

PRODUCT FOCUS FOR ASSESSMENT (Commodity or Product Group)	
MAGNA PLANTS SUPPLIED:	

FULL OPERATIONAL/QUALITY ASSESSMENT RESULTS

(Optional Comments)



Major Strengths of Organization:

1)	
2)	
3)	

Major Concerns of Organization:

1)	
2)	
3)	

Assessment Completed By:

Name:	
Group:	
E-Mail:	
Phone:	

Approvals (if required by Group):

	Quality	**Purchasing**	**Program Management**
Name:			
Title:			
Signature:			

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SUPPLIER ASSESSMENT FORM

NOTES:

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1		General Organization and Management Structure	Score High Risk	Moderate to High Risk	Low to Moderate Risk	Negligible to No Risk			
No.	**Critical**	**ITEM**	**0**	**1**	**2**	**3**	**Score**	**Risk**	**Notes**
1		Is the Management structure and Resource allocation sufficient to support all necessary disciplines	No formal organization chart. Critical functions open.	Organization chart in place. Some functions open - critical positions filled	Organization chart in place. Some functions open - critical positions filled Plans to secure additional resources	Organization chart in place and is current All functions filled Succession planning in place & reviewed regularly Leadership training/development plan in place		High	
2		Management commitment to customer performance, including flawless launches, corrective action implementation and continuous improvement	Senior management is fundamentally unaware of performance levels or issues at customer locations	Senior management is aware of customer performance data, and most issues, however there is no formal process of review	Senior management is aware of customer performance data and conducts regular reviews of issues and corrective actions	Senior management is aware of customer performance data and conducts regular reviews of issues and corrective actions Senior management plays key role in establishing improvement targets for customer performance		High	
3	*	Management defines quality and performance objectives that promote Continuous Improvement. Key metrics should include all elements of the business and establish target values.	No formal continuous improvement program Lack of key performance metrics	Evidence of continuous improvement program Key operational metrics identified	Evidence of continuous improvement program Key operational metrics identified Evidence of regular management reviews	Evidence of continuous improvement program Goals defined in Business Plan Key operational metrics identified Evidence of regular management reviews Evidence of Cost of Quality analysis & tracking Corrective action plans in place for missed targets		High	
4		Does Management regularly communicate key operational and performance information to all employees	No evidence of communication to employees No formal suggestion program in place	Some evidence of communication to employees Evidence of customer requirements communicated to employees	Consistent evidence of communication Key Customer performance indicators reviewed regularly Employee suggestion program in place	Consistent evidence of communication Key Customer and internal performance indicators reviewed regularly Employee suggestion program in place		High	
5	*	Workplace Health and Safety practices are in place and are consistently adhered to	No formal health & safety program in effect Lack of guarding and other safeties Lack of cleanliness and organization	Safety program in place Inconsistent application of health & safety rules Lack of cleanliness and organization	Safety program in place Generally consistent application of health & safety rules Plant is generally clean and organized	Health & Safety policy established and posted Evidence of strong health & safety program in place, including regular safety audits Consistent application of health & safety rules		High	
6		Management has sufficient resources to effectively manage Customer Requirements. Planning includes sufficient resources that are trained and qualified and meet planning requirements? Notification to all Magna plants in event of actual or potential supply interruption.	No awareness of customer requirements No evidence of training Lack of resources to support customer	Aware of customer requirements Some level of support in place to support No formal requirement to notify all Magna plants regarding potential or actual supply interruptions	Aware of customer requirements Knowledge of various web sites needed to support Magna business (eRFX, Supplier Portal) Customer support available in language of Customer and available for 24 hrs. as needed Information not always updated in required Magna web sites	Aware of customer requirements Awareness of Magna Global Supplier Requirements manual and knows where to obtain most recent revision Customer support available in language of customer and available for 24 hrs., as needed Key customer contact person, with authority to make decisions, identified All information and required certifications are up to date on required web sites Procedure ensures notification to all Magna plants in event of actual or potential supply interruption		High	
7		Does Management conduct regular internal process audits (Layered Process Audits) that ensure compliance to Customer requirements?	No formal LPA process	No formal process Some evidence of layered audits	Formal process in place Evidence of audits completed	Formal process in place Evidence of audits completed Evidence of corrective action implemented Evidence of continuous improvement via LPA		High	
8	*	Does the supplier have a business continuity and contingency planning process in place to ensure continuity of supply in the event of natural disaster or supply interruption?	No formal plan in place	Plan in place but accounts only for loss of manufacturing capability due to events at manufacturing site No analysis of risk due to supply chain No annual review	Plan in place Plan provides for loss of manufacturing capability and interruption of supply Plan not reviewed on an annual basis	Detailed business continuity and contingency planning in place Alternate sources of supply identified Supply chain risk identified and understood Plan is reviewed annually, at minimum		High	
9		Corporate Sustainability policies to ensure compliance in the areas of business ethics and practices, human rights and social responsibilities and environmental standards	Supplier is unaware of Corporate Sustainability requirements	Aware of sustainability requirements Some policies or programs in place but not all elements covered No process in placed to cascade down to sub-tier suppliers	Formal policies and procedures in place to ensure compliance in areas of: - business ethics & integrity of business practices - environmental standards - human rights and global working conditions No formal process to cascade to sub-tier suppliers	Formal policies and procedures in place to ensure compliance in all three areas of business ethics, environmental standards and human rights and global working conditions Formal and documented process in place to cascade sustainability requirements to sub-tier suppliers		High	
Total High Risk elements for General Organization and Management Structure =								9	

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2		Advanced Product Planning	Score: High Risk	Moderate to High Risk	Low to Moderate Risk	Negligible to No Risk			
No.		**ITEM**	**0**	**1**	**2**	**3**	**Score**	**Risk**	**Notes**
1	*	Does the Supplier have a process for managing Advance Quality activity and sufficient resources to manage activity? Process includes formal gate reviews tracking key internal and customer deliverables.	No formal or documented system in place Evidence of sporadic reviews No design or manufacturing feasibility studies	Documented system in place Evidence of systemic reviews Proper feasibilities completed	Documented system in place Evidence of systemic reviews Proper feasibilities completed Evidence of cross functional teams	Documented system in place Evidence of systemic reviews Proper feasibilities completed Evidence of cross functional teams Evidence of regular, scheduled reviews Key or open issues are tracked and process ensures appropriate resources allocated to ensure that issues are addressed		High	
2		Process to ensure detailed Contract Review, including Design and Capability review. Awareness and review of all division specific requirements.	No formal process in place	No formal process Some evidence of design or contract reviews	Formal process in place Evidence of contract reviews Evidence of review & understanding of Key/Critical characteristics	Formal process in place Evidence of contract reviews Evidence of review & understanding of Key/Critical characteristics Evidence of Cross-functional teams Evidence that division specific requirements are understood and complied with		High	
3		Does this Suppliers APQP process / system include the review of the customers packaging requirements?	No system or process to review packaging requirements No internal resources responsible	No review of packaging unless driven by the customer Limited or no internal knowledge/resources	Process to ensure review and approval of packaging Sufficient internal knowledge/resources	Process to ensure review and approval of packaging Internal resources with sufficient knowledge Customer approval obtained		High	
4		Does the Supplier conduct equipment validation and performs run at rate in preparation for production?	No system or process to validate equipment No evidence of run at rate studies	Evidence of equipment validation prior to start of production No evidence or limited evidence of run at rate studies to verify meeting capacity requirements	Evidence of equipment validation prior to start of production Evidence suggests run at rate conducted in most situations, but lack of formal process	Process to ensure equipment validation Records verify completion of run at rate studies Evidence of customer sign-off/approvals		High	
5		Does the Supplier have a documented 'Safe-Launch' plan? Does it include pre-first-shipment containment and verification before any product is shipped?	No system to ensure verification of material at start of program launch	Evidence of some containment in place, but only on a limited basis Supplier only implements containment when directed by the Customer	Product containment plan is defined as part of program launch process Production control plans used - no pre-launch plans	Product containment plan is defined as part of program launch process Pre-launch control plans in place Failure modes analyzed and corrective action implemented		High	
6		Mistake-proofing and error-proofing used to control critical characteristics and ensure product integrity? Is prevention methodology driven by all appropriate data, including part history, LPA results, TS/ISO results and FMEA?	No focus on mistake proofing or error prevention Focus is on detection and reliance on operators	Heavy reliance on operators, but some focus on automated error detection	Significant focus on error prevention High use of mistake proofing in manufacturing process	Significant focus on error prevention High use of mistake proofing in manufacturing process Mistake proofing driven by FMEA/RPN reduction, and all appropriate sources of data, including audit results and similar part(s) history		High	
7		Does this Suppliers Process flow diagram match the actual production flow laid out for this facility?	Process Flow Diagram and actual production flow do not match	Process flow and manufacturing basically match, but some out of sequence steps noted	Process flow and manufacturing process match but inspection points out of sequence	Process flow diagram matches actual production flow of materials and manufacturing process, including all inspection points		High	
8		Does this Suppliers FMEA's and Control Plan's match the Process Flow diagram?	No linkage between FMEA's, Control Plans and Process Flows	Process Flow and Process Control Plan match, but no obvious link to FMEA's	Process Flow and Process Control Plan match and evident match to FMEA's	Process Flow and Process Control Plan match and evident match to FMEA's Evidence of periodic reviews		High	
9		Does the FMEA include critical and/or significant characteristics as well as all supplier identified Key Characteristics? Are Customer attach/interface points addressed, to prevent pass-through issues?	No tracking of critical and special characteristics	Critical characteristics are tracked Control is focused on product only, not process	Critical/Special characteristics tracked consistently on FMEA, PCP, PFD, Instructions etc. Required statistical controls in place	Critical/Special characteristics tracked consistently on FMEA, PCP, PFD, Instructions etc. Required statistical controls in place Control is on both product and process Customer attach/interface points identified and controls in place to prevent pass-through issues		High	
10		Are Supplier FMEA's risk numbers for severity, occurrence, and detection based on historical / statistical data?	Total or significant lack of risk numbers on FMEA's	Risk numbers assigned on FMEA's, but no evident linkage to customer requirements	Risk numbers assigned on FMEA's Risk numbers linked to customer requirements	Risk numbers assigned on FMEA's Risk numbers linked to customer requirements Evidence that risk numbers are revised, based on historical or statistical data, or issues		High	
11		Are the mistake proofing opportunities initiated to reduce high RPN numbers noted on the control Plan?	No linkage between RPN's and mistake proofing	Evidence of improvements to mistake proofing, but no visible link to RPN's	Evidence of link between addition of mistake proofing and reduction plan for RPN's	Evidence of link between addition of mistake proofing and reduction plan for RPN's Focus on RPN reduction for both product and process		High	
12		Does the control plan identify all gauges and test equipment required for inspection? Including test frequency?	No reference to gauges, test equipment or test frequency on control plans	Control plans identify required gauging, test equipment and frequencies Only minor exceptions noted	Control plans identify required gauging, test equipment and frequencies No visible exceptions noted	Control plans identify required gauging, test equipment and frequencies No visible exceptions noted Frequencies are adjusted based on issues and historical data		High	
13		Does the supplier have a system to manage and track all sub-tier advance planning activity?	No system in place to track supplier activities	Supplier activities are tracked Regular review of supplier activities	Supplier activities are tracked Regular review of supplier activities Supplier readiness is reviewed with internal review meetings	Supplier activities are tracked Regular review of supplier activities Supplier readiness is reviewed with internal review meetings Key supplier events & timing managed with R/Y/G risk status		High	
14		Does the Supplier have a process to track PPAP performance with the Customer and from Suppliers?	No tracking system in place	System in place to track Customer PPAP submissions Evidence of some PPAP samples available	System in place to track Customer PPAP submissions Evidence of all PPAP samples available	System in place to track Customer and supplier PPAP submissions Evidence of all PPAP samples available PPAP issues properly addressed All Magna PPAPs have full approval or have a signed, authorized interim with a valid expiry		High	
15		Does this Supplier have a process / system in place to ensure that all design requirements / engineering specifications are communicated to their supply base?	No documented system of communication in place	Process in place to communicate design requirements and engineering specifications to suppliers Minor exceptions noted	Process in place to communicate design requirements and engineering specifications to suppliers No exceptions noted	Process in place to communicate design requirements and engineering specifications to suppliers Suppliers sign off/acknowledge requirements No exceptions noted		High	
						Total High Risk elements for Advance Product Planning =		15	

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3		Quality	Score: High Risk	Moderate to High Risk		Negligible to No Risk			
No.		**ITEM**	**0**	**1**	**2**	**3**	**Score**	**Risk**	**Notes**
1		Is this Supplier ISO or TS registered ? Are they current with their surveillance audit schedule? Procedure to notify Magna of certification suspension or revocation.	Supplier has no certifications at present	Supplier has minimum of ISO certification Lacks TS/VDA certification	Supplier has all applicable certifications, including ISO, TS, VDA, CQI - as applicable No documented requirement to notify Magna in event of certification suspension or revocation	All required certifications are current, including ISO, TS, VDA, CQI etc. No current open corrective actions from last audit Procedure ensures notification to Magna of any certification suspension or revocation		High	
2		Is the supplier current to their internal audit schedule, including corrective actions for all findings?	No formal internal schedule of review	No formal schedule of review Some evidence of completed internal audits	Formal schedule of review over 12 month period Evidence of audits completed on schedule	Formal schedule of review over 12 month period Evidence of audits completed on schedule All corrective actions completed on time		High	
3		Are Work Instructions for all employees affecting product quality, including for repair and re-work operations available and posted? Are operators following latest, approved instructions.	No work or operator instructions posted, or significant lack of instructions	Work instructions posted or available for operators No rework/repair instructions	Work instructions posted or readily available Repair/rework instructions posted or available Instructions do not match level of Control Plans. Operators not following some instructions.	Work instructions posted or readily available Repair/rework instructions posted or available Instructions match level of Control Plans. Operators are following all instructions.		High	
4		Are controls in place to verify process start up and job change-over?	No start up procedures defines No evidence of start up controls - such as first-piece, containment etc.	Start up process defined First-off samples available at all appropriate operations - some exceptions noted	Start up process defined First-off samples available at all appropriate operations - no exceptions noted	Start up process defined First-off samples available at all appropriate operations Evidence of first piece approval/signature		High	
5		Does the Supplier have an effective Problem Resolution process? Does the system address customer and internal issues? Does the process ensure review and necessary update of the applicable PFMEA? Does the supplier exit containment only after customer approval?	Noticeable lack of formal process Focus only on external issues Multiple open issues and/or late responses No cross-functional approach	Documented procedure Issues addressed in timely manner Lack cross-functional approach	Documented procedure Timely response to internal & external issues Cross functional approach used Review of any Magna plant(s) performance history and corrective action responses shows inconsistencies in response and open or late delays in closing issues out	Documented, formal problem resolution process that includes: - both external (customer) and internal issues - cross-functional team approach - thorough 8D/5 Why process in place - timely response to all issues - on time response is a KPI - corrective action drives update to all related documents - Evidence of PFMEA review/update for all corrective actions, or at least annually if no corrective actions issued - Evidence that customer approval obtained prior to cessation of containment activity - All issues reported by Magna plant(s) are being addressed on time and utilizing effective problem solving and corrective action disciplines		High	
6		Does this Supplier have a process / system to identify and segregate non-conforming material at each phase of the production process?	Suspect material not clearly identified Suspect material at production cells, with high potential for mix Lack of effective containment process	Suspect material identified but not properly segregated Some evidence of containment in place Lack of or poor system to verify final disposition of all suspect material	Suspect material clearly identified & segregated Effective containment process internally, at suppliers and at customer(s) No evidence of signatures detailing disposition and/or lack of secure containment area	All suspect/defective material clearly marked Suspect material segregated in secure area Suspect material clearly accounted for, with appropriate disposition and signatures Procedures define proper containment activities internally, at suppliers and at customer(s)		High	
7		Is there a system to identify, qualify and control Measuring and Test Equipment?	Lack of or poorly managed system Multiple fixtures/gages with outdated calibration Gages/fixtures not referenced on Control Plans	Formal, but manual system in place Very few, or no fixtures/gages past due Fixtures and gages referenced on control plans	Formal automated system in place System generates reminders of calibration due No evidence of past due calibrations Fixtures/gages referenced in control plans Evidence of effective GR&R on all gages	Formal automated system in place System generates reminders of calibration due No evidence of past due calibrations Fixtures/gages referenced in control plans Effective MSA system in place		High	
8		Are Operators trained and qualified for any required measurement and tests, including use of appropriate statistical techniques? Are there posted instructions detailing inspection, test, SPC, work requirements and re-work instructions at every station?	Lack of instructions Lack of operator training documentation Missing, or no SPC where required	Gage instructions in place, as required Evidence of some training records Some use of SPC, but possibly inconsistent	Operator gage instruction in place Operator training records available and current SPC data current, where required Re-work gage instructions missing or not posted	Operator gage instruction in place Operator training records available and current SPC data current, where required Adequate re-work gage instructions available at all production and re-work stations		High	
9		Are all inspection gauges and fixtures stored in a manner that protects them from environmental and / or handling / storage damage?	Evidence of gages/fixtures inappropriately stored and/or susceptible to damage No designated storage	Storage has been designated but is insufficient Medium to high potential for damage	Adequate storage for gages/fixtures Some, but minimal opportunity for damage	Dedicated storage for gages/fixtures, when not in use Storage prevents damage or abuse		High	
10		Does the supplier have sufficient internal capability and equipment to ensure customer performance and specification criteria can be met?	Significant lack of internal capability High reliance on external sources	Sufficient resources to monitor most dimensional and material specifications Some reliance on external sources	Internal resources can support dimensional and material requirements Some performance or specialty requirements are sourced externally	Internal resources can support dimensional, material and performance requirements Only specialty requirements are sourced externally		High	
11		Does the supplier have an effective method of qualifying visual inspection personnel for clarity of vision and accuracy of color, where required? Is lighting adequate in all visual inspection areas?	No existing process to qualify personnel conducting visual inspections. Lighting insufficient in one or more areas of inspection	Lighting is adequate in most areas of visual inspection but no formal qualifications for visual or color capability of personnel conducting inspections.	Lighting is adequate in all stations requiring visual inspections. Inspection personnel undergo some form of qualification for visual acuity.	Lighting is adequate in all stations requiring visual inspections. Formal system in place to quality and maintain visual and color perception of inspectors.		High	
12		Does this Supplier have a process / system to measure and track external quality performance with their customers?	No formal system in place	Some customer performance measures in place Some customers have no performance data	System in place to track external quality All customers are tracked but, some customer performance data not current Some corrective actions not addressed in timely manner	Documented system in place to measure external quality Performance data is current and includes appropriate PPM and incident data, at minimum Corrective actions in place to address under performance issues		High	
13		Does the supplier have a record retention process that ensures all necessary test, inspection and safety critical records are retained for period as defined by the Customer?	No formal document retention system	Document retention system in place Records not easily retrievable No system to ensure timely destruction of documents, as per legal or customer requirements Records not protected from damage	Document retention system in place Records easily retrievable No system to ensure timely destruction of documents, as per legal or customer requirements Records protected from damage	Document retention system in place Documents are protected from damage and readily accessible Process ensures destruction as per schedule Records include both paper and data records		High	
14		Has this Supplier identified all of the special processes that will be required? Will any of these special processes require outsourcing? Are additional controls in place to manage outsources services?	No, or minimal control over out-sourced processes	Sub-tier suppliers have at least partial evaluation prior to sourcing No regular performance reviews	Sub-tier suppliers evaluated prior to sourcing Performance of sub-tiers monitored regularly No detailed records of review of requirements prior to sourcing	Sub-tier suppliers are evaluated prior to sourcing Performance of sub-tiers monitored regularly Record of detailed review of requirements with sub-tier suppliers, prior to sourcing		High	
							Total High Risk elements for Quality =	14	

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4		Materials and Logistics	Score: High Risk	Moderate to High Risk	Low to Moderate Risk	Negligible to No Risk			
No.		**ITEM**	**0**	**1**	**2**	**3**	**Score**	**Risk**	**Notes**
1		Does the Supplier have a documented system to ensure receipt of Customer schedules and requirements?	No formal system to ensure receipt/validity of customer releases	System in place to receive customer orders, but no verified back up system No regular tracking of delivery performance	System in place to receive and verify customer orders Regular monitoring of delivery performance Back up system for receiving orders but system is not tested regularly	System in place to receive and verify customer orders Regular monitoring of delivery performance Back up system for receiving orders and system is tested regularly		High	
2		Does the supplier have a formal process to plan material flow into and through the plant? Are materials and components stored, packaged and transported so as to protect them from dirt and damage?	Poor inventory management system No apparent flow to material movement High risk of damage to materials & components	Material flow sufficient, from receiving through manufacturing and shipping Evidence of some material congestion in places No apparent FIFO Potential for material damage	Good material flow throughout manufacturing facility - no apparent bottlenecks Material identified at all stages of the process System in place to monitor inventory levels Lacking evidence of effective FIFO	Good material flow throughout manufacturing facility - no apparent bottlenecks Material identified at all stages of the process System in place to monitor inventory levels Plans in place to reduce inventory Evidence of effective FIFO in place		High	
3		Does this Supplier have a material lot traceability system?	No, or very minimal traceability evident	Traceability on finished product but lacking on raw materials and components	Full material traceability on raw and finished materials Maximum period of traceability is >8 hours, or one shift Traceability indicated on shipping labels	Full material traceability on raw and finished materials Maximum period of traceability is <8 hours, or one shift Traceability indicated on shipping labels		High	
4		Does the supplier have a system / process to validate the contents, label accuracy, and quantities of all containers shipped?	No verification of materials prior to shipping	Validation prior to shipping is limited to verification of part number, only	System in place to verify shipments, but limited to: - part number - part quantity	System in place to verify each customer shipment for: - quantity - correct part - proper labelling - part damage		High	
5		Is there a process to manage the material ordering activity to ensure an adequate supply of raw material in support of production requirements? Do all regular, and contingent ordering processes for materials from sub-tier suppliers ensure complete and detailed communication of all material specifications and requirements?	No apparent link between customer orders and orders/receipts of purchased materials	Raw materials/components inventories tracked and ordered according to min/max values No linkage to customer orders or releases	Raw materials/components tied to customer releases Storage sufficient to prevent damage or mixing System in place to provide warning for low inventories	Raw materials/components tied to customer releases Storage sufficient to prevent damage or mixing System in place to provide warning for low inventories Sub-tier releases clearly communicate all material specifications and requirements Customers proactively notified of order concerns		High	
6		Does this Supplier have processes / systems in place to confirm and manage inventory levels?	No evidence of min/max values set No regular cycle or inventory counts	Min and max values set on inventory No inventory counts conducted on regular basis	Min and max values set on inventory Inventory counts conducted on regular basis	Min and max values set on inventory Inventory counts conducted on regular basis Inventory turns are at acceptable level, or as defined in the business plan		High	
7		Does the supplier utilize off-site warehouses? If so, is inventory tracked? Are cycle counts conducted?	Off-site warehouses used No visible controls in place	Off-site warehouses used Regular counts of inventory received, but not validated regularly	No off-site warehouse used, or Warehouse used but regular inventory counts monitored Warehouse protects against damage or loss	No off-site warehouse used, or Warehouse used but regular inventory counts monitored Inventory validated through periodic count Warehouse protects against damage or loss		High	
8		Is the supplier capable of meeting AIAG labeling requirements as defined in Supplier Guidelines?	AIAG labelling requirements not being met	AIAG standard met only when demanded by Customer	Labelling meets AIAG requirements All shipped material meets AIAG standard Customer approval not obtained prior to shipping	Labelling meets all AIAG requirements Labelling approved by Customer prior to first shipment All shipped material meet AIAG standard		High	
9		Does the Supplier utilize Advanced Shipping Notice's (ASN's)? Does the supplier verify the ASN to the Bill of Lading, and the customers order?	Supplier does not issue ASN on regular basis, or issues in excess of 30 minutes prior to shipment	Supplier almost always issues ASN but at times in excess of 30 minutes prior to shipment	Supplier issues ASN for all shipments ASN issued at maximum of 30 minutes prior to shipment	Supplier issues ASN for all shipments ASN issued at maximum of 30 minutes prior to shipment Process in place to verify ASN to Bill of Lading to Customer order		High	
10		C-TPAT and PIP Security Compliance Program (NAFTA region only - otherwise indicate NA)	Supplier completely unaware of requirements	Supplier notified of need to comply (by division) Minimal progress towards compliance Magna C-TPAT questionnaire not completed	Supplier working on compliance with division Supplier on track with timing to achieve compliance	Supplier is C-TPAT/PIP certified or Magna C-TPAT questionnaire completed & posted in Supplier Portal		High	
						Total High Risk elements for Materials& Logistics =		10	

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5		Facilities & Tooling	Score: High Risk	Moderate to High Risk	Low to Moderate Risk	Negligible to No Risk			
No.		ITEM	0	1	2	3	Score	Risk	Notes
1		Does this supplier have a process / system to recertify a tool after repair but before production is scheduled?	No formal process or procedure in place	Documented system to qualify tool/fixture repairs No formal sign off procedure	Documented system to qualify tool/fixture repairs System ensures sign off by qualified personnel	Documented system to qualify tool/fixture repairs System ensures sign off by qualified personnel System ties in to production first-off procedure		High	
2		Does the supplier have a tooling database to track and manage tooling?	No database or formal tracking system for tools	Adequate tracking system for tooling Missing asset tags on tools Tool maintenance records missing or not available at all	Adequate tracking system for tooling Customer ownership validated via asset tags Tool maintenance records maintained and available for review	Adequate tracking system for tooling Customer ownership validated via asset tags Proper storage location for tooling not in production Tool maintenance records maintained and available for review		High	
3		Is all Tooling being stored in a location that is protected from environmental / handling damage?	Lack of designated storage for tooling	Designated storage for tooling Storage allows for damage from environment or handling	Designated storage for tooling Storage protects against damage from environment or handling	Designated storage for tooling Storage protects against damage from environment or handling Storage in an area readily accessible		High	
4		Does the supplier conduct a Tooling inventory and compare the results against the Tooling database?	No regular inventory	Regular inventory completed at a prescribed frequency	Regular inventory completed at a prescribed frequency Inventory matched to customer asset records	Regular inventory completed at a prescribed frequency Inventory matched to customer asset records Tooling engineering levels validated annually, as required		High	
5		Is there a system to track new tooling on order to support Customer schedules and targeted implementation dates?	No formal review process in place	Documented system to track tooling orders Minimal evidence of customer updates	Documented system to track tooling orders Tooling tracked to implementation timeline Evidence of customer updates	Documented system to track tooling orders Monitored as part of APQP Customer updated on potential issues		High	
6		Does the supplier have a formal Preventive Maintenance management system at this facility? Does it include all production equipment, Tooling and supporting fixtures? Can it track specific Tools? Is maintenance completed per schedule?	No formal preventive maintenance plan in place	Preventive maintenance in place Maintenance driven by tooling/equipment downtime Maintenance includes production tooling, equipment and fixtures	Evidence of an effective preventive maintenance program in place Records validate maintenance occurs as scheduled	Evidence of TPM (Total Productive Maintenance)		High	
7	*	Does the Supplier have a process to monitor tooling and equipment capacities?	Very little or no knowledge of capacity available	Supplier has knowledge of available capacity Capacity forecast driven by high level factors such as floor space, total hours available No detail on equipment capacity	Supplier has knowledge of available capacity Evidence of current capacity studies on equipment	Supplier has knowledge of available capacity, based on tonnage or specialty equipment required (not just overall plant capacity) Evidence of current capacity studies on equipment OEE studies available for review Sufficient resource planning is evident		High	
							Total High Risk elements for Facilities & Tooling =	7	

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6		Purchasing	Score: High Risk	Moderate to High Risk	Low to Moderate Risk	Negligible to No Risk			
No.		**ITEM**	**0**	**1**	**2**	**3**	**Score**	**Risk**	**Notes**
1		Supplier capability/competency for existing and quoted Magna business.	Supplier lacks internal expertise on product or process technology to support Magna business Magna represents >50% of supplier's overall business	Supplier has full technical capability to support Magna business Magna represents >35% but <50% of supplier's overall business	Supplier has full technical capability to support Magna business Some secondary processing out-sourced Magna represents >35% but <50% of supplier's overall business	Supplier has full technical capability to support Magna business No out-sourcing of secondary processing Magna represents <35% of supplier's overall business		High	
2		Does Magna face undue risk by entering / increasing business with this Supplier as a result of the share of business they do with other OEMs?	Supplier is a direct competitor to Magna, with same OE Customer base	Supplier is a direct competitor to Magna, but with different OE Customer base	Supplier is competitor with Magna, but with different technology and/or products	Supplier does not compete directly with Magna Supplier is not an OE supplier		High	
3		How does this Supplier communicate customer requirements (drawings, specifications, etc.) to their suppliers during the quoting process? System or process in place to communicate/manage changes at sub-tier suppliers, including changes requested by the supplier.	No formal process in place Primary method of communication is verbal	Formal RFQ/SOW sent to suppliers Supplier request for changes based on verbal communication only - no formal documentation process	Formal RFQ/SOW sent to suppliers Suppliers asked to sign off on feasibility Formal process in place for suppliers requesting changes	Formal RFQ/SOW sent to suppliers Suppliers asked to sign off on feasibility Only qualified/approved suppliers are used Documented procedures telling suppliers that notification and approval must be given prior to any changes. Includes any necessary approvals from Magna or its OE Customer		High	
4		Is this Suppliers facility unionized? If yes, what union represents the bargaining unit? When does the current contract expire?	Supplier is unionized Contract expiry is in <3months No contingency planning in place at this time	Supplier is unionized Contract expiry is in 3-6 months No contingency planning in place at this time	Supplier is unionized Contract expiry is in 3-6 months Contingency planning in place at this time	Supplier is not unionized or, Contract expiry is minimum of 12 months away Contract expiry in 6-12 months, but contingencies being planned		High	
5		Is this Supplier's facility owned or leased? Is it adequately protected from catastrophic loss due to Fire, Flood, etc.? Does the insurance coverage include customer owned goods and/or equipment?	Inadequate coverage for damage or loss No coverage on customer owned tooling or equipment	Facility on long-term lease Some insurance but likely inadequate to cover full loss	Facility on long-term lease Proof available to verify adequate insurance Customer owned capital insured (Bailee Bond)	Facility is owned Proof available to verify adequate insurance Customer owned capital insured (Bailee Bond)		High	
6		Does this Supplier have a process / procedure for the selection, qualification, approval, and management of their supply base?	No formal procedure for selection of suppliers No, or minimal tracking of supplier performance	Procedure defines selection of supplier Supplier performance is measured/monitored No evident signs of supplier development	Procedure defines selection of supplier Supplier assessments conducted Supplier performance is measured/monitored Minimal supplier development activity	Procedure defines selection of supplier Supplier assessments conducted Supplier performance is measured/monitored Adequate resources to manage supply base Evidence of supplier development activity		High	
7		Does this Supplier have a process / system in place to disqualify their suppliers based on performance?	No formal system in place Supplier performance not monitored or, No reaction to poor supplier performance	No formal system in place Supplier performance monitored, but no reaction to poor performance	Formal system in place Supplier performance monitored Development activities evident with poor performing suppliers	Formal system in place Supplier performance monitored Development activities evident with poor performing suppliers Process in place to prevent new business to poor performing suppliers		High	
8		NAFTA and Customs Compliance process (Applicable in NAFTA region only - all other regions mark as NA)	No internal resources with appropriate knowledge of NAFTA	NAFTA compliance manual/procedures in place Lack of adequate resources to manage NAFTA activity	NAFTA compliance manual/procedures in place Adequate resources to manage NAFTA activity	NAFTA compliance manual/procedures in place Adequate resources to manage NAFTA activity Alternate resources also familiar enough with NAFTA to provide back up		High	
							Total High Risk elements for Purchasing =	8	

SUPPLIER ASSESSMENT FORM

NOTES:

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7		Operations	Score: High Risk	Moderate to High Risk	Low to Moderate Risk	Negligible to No Risk			
No.		**ITEM**	**0**	**1**	**2**	**3**	**Score**	**Risk**	**Notes**
1	*	From an overall perspective, is this Suppliers facility clean, well maintained and organized both inside and outside? Is there a formal 5S and lean manufacturing process in place?	Poor housekeeping practices No evidence of 5S principles in place Risk to employees health & safety	Some areas of good housekeeping, but very sporadic Some risk to employees health & safety	Formal 5S program and review process in place Majority of manufacturing area is clean and organized Opportunity for improvement in office areas, or shipping or warehouse areas	Formal 5S program and review process in place Lean manufacturing program in place All areas clean and organized, including: - manufacturing - office areas - shipping & receiving and warehouse - maintenance and lab areas (if applicable) No obvious risk to employee health & safety		High	
2		Does this Supplier have a process / system to track and manage scheduled and unscheduled downtime for this facility?	No formal process to track scheduled or unscheduled downtime	Scheduled downtime tracked Lack of detailed tracking of unscheduled downtime	Scheduled and unscheduled downtime is tracked Lack of documented response to address unscheduled downtime Customer not notified if downtime anticipated to affect Customer	Scheduled and unscheduled downtime is tracked Evidence of documented response to address and reduce unscheduled downtime Customer notified if downtime anticipated to affect Customer		High	
3		Does this Supplier have an up-to-date plant layout that shows current product flow?	No layout or mapping of production flow, available	Plant layout available Current production flow differs from existing plant layout	Plant layout available Current layout matches existing production flow	Plant layout available Current layout matches existing production flow System in place to ensure Customer notified when production process/flow is changed		High	
4		Is there a process to address absenteeism?	No formal tracking of absenteeism	Absenteeism is tracked to a defined target Lack of documented plans to address absenteeism above target	Absenteeism is tracked to a defined target Documented plans to address absenteeism above target	Absenteeism is tracked to a defined target Documented plans to address absenteeism above target Evidence of sufficient cross-training to prevent absenteeism presenting risk to customer		High	
5		Does this Supplier have a process / system in place to train new employees? Are job responsibilities clearly defined through the use of job descriptions, at all levels of the organization?	No formal training program Job descriptions available only for operators on the manufacturing floor	Evidence of training for new employees Training includes health and safety training Training is sufficient to ensure job requirements can be met Job descriptions available for operators on the manufacturing floor and specialized/technical jobs	Evidence of training program for new employees Training includes health and safety training Training is sufficient to ensure job requirements can be met Evidence of cross-training Job descriptions for all areas of responsibility throughout the organization	Evidence of training program for new employees Training includes health and safety training Job descriptions for all levels and functions Training is sufficient to ensure job requirements can be met Evidence of cross-training Training effectiveness is monitored Evidence of training needs analysis on regular basis		High	
6		Does the supplier utilize part-time or temporary work force? What is the training or orientation process for temporary labor?	No formal training or orientation process. Percentage of part time or temporary labor used is in excess of 30%	No formal training or orientation process. Percentage of part time or temporary labor used is between 20% and 30%	Formal training or orientation process is in place for all temporary labor. Percentage of part time or temporary labor used is between 20% and 30%	Formal training or orientation process is in place for all temporary labor. Percentage of part time or temporary labor used is below 20% Temp labour undergoes orientation program		High	
						Total High Risk elements for Operations =		6	

SUPPLIER ASSESSMENT FORM

NOTES:
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8		Engineering	Score: High Risk	Moderate to High Risk	Low to Moderate Risk	Negligible to No Risk			
No.		**ITEM**	**0**	**1**	**2**	**3**	**Score**	**Risk**	**Notes**
1		Does this Supplier have the latest Customer drawings and specifications for all parts in the program? Does the system ensure drawing/specifications are at the latest level?	No formal tracking system in place Informal system in place but high potential for obsolete drawings/specifications in the system	Informal or manual system in place System is fairly robust with minimal opportunity for mistakes	Formal system in place to track drawing and specification levels All appropriate documentation and control plans reference latest drawings available	Formal system in place to track drawing and specification levels All appropriate documentation and control plans reference latest drawings available System ensures annual review/validation with customer		High	
2		If required by Customer and/or Government regulations is there proof of annual recertification testing and compliance to DOT regulations, FMVSS standards, PPAP submission, etc.	No system to track validation requirements	System in place to track validation requirements Some validations completed as per schedule, but numerous validations delinquent	System in place to track validation requirements Validations completed as per requirement, including (but not limited to): - PPAP - FMVSS/Regulatory - CQI	System in place to track validation requirements Validations completed as per requirement, including (but not limited to): - PPAP - FMVSS/Regulatory - CQI System is proactive and issues notices of due validations		High	
3		Is the electronic design program *(software)* used by the supplier (with design / Tool design responsibilities) appropriate and compatible with Magna systems?	Supplier unable to communicate engineering data, internally	Supplier has system to communicate engineering data Majority of service is out sourced to a 3rd party	Supplier has system to communicate engineering data Majority of communication is via internal systems Portion of service is out sourced to a 3rd party	Supplier has system to communicate engineering data All communication is via internal systems		High	
						Total High Risk elements for Engineering =		3	