1.0 Scope and Purpose

This procedure covers evaluating and analyzing supplier for addition to the Approved Supplier List (ASL) and performance evaluation.

This procedure covers all purchased items obtained from suppliers, including customer-supplied material, outside processing, production material, and product drop-shipped by affiliates (that is, on a sales order).

The supplier performance process involves evaluating the supplier's overall quality status, as well as evaluating the quality of each material or service the Company wishes to purchase from that supplier. Each purchase item the supplier is authorized to provide is subsequently specified in the Approved Supplier List (ASL).

2.0 General Overview

A current record ASL, which is divided into several groups based on purchased items or processes that affect product quality and is maintained and controlled by the quality department. The active-current ASL resides on the QMS on-line system and is accessible to any company employee who requests, purchases, or approves the acquisition of any purchased material or services.

Any purchased item or service that affects product quality must be purchased from an approved supplier qualified to provide that specific item or service - that is, a supplier who has been evaluated and placed on the Approved Supplier List (ASL).

A Supplier Evaluation Questionnaire, form QA 016, is required to document the initial evaluation and the findings and outcome of each supplier performance evaluation as follows:

2.1 New or Potential Suppliers

A new or potential supplier must complete the QA Form 016, Supplier QMS Questionnaire, which once received, will be evaluated by the person initializing the request.

The Engineering Manager, Purchasing, or QA Manager can initiate a request, but the review process must included senior management prior to being added to the ASL.

2.2 Current Suppliers

Current suppliers are periodically required to complete/update the QA Form 016, Supplier QMS Questionnaire. That period is defined on an "as required" basis, in that, if a supplier has an excellent quality and delivery record, this requirement will be reduced in frequency and conversely, if the supplier has quality or delivery issues, the frequency will be increased until such time as senior manager deems acceptable or "band".

Senior management, at any time, has authority to remove a supplier from the ASL.

2.3 New and Current Supplier Authority

An authorized supplier is authorized as a source for supplier items or processes affecting product quality.

An unauthorized supplier is not authorized as a source for supplier items or processes affecting product quality, but may be used as a source for a supplier item or process that does not affect product quality. All approved suppliers appear on the Approved Supplier List.

Once a supplier is added to the ASL, it is not removed. If the supplier becomes "band", the ASL will be commented with appropriate notation as to the reason for authorization removal.

3.0 Process and Documentation

The QA Manager, Engineering Manager, Project Manager or designee maintains the Approved Supplier List.

The QA, Engineering, Project Manager or designee shall at a minimum, annually perform a supplier audit review and document audit results and issuance of subsequent actions.

When required, any resulting actions will be records in the Quality Action Log (QAL) per WI—8.0.

- An authorized supplier is authorized as a source for supplier items or processes affecting product quality.
- An unauthorized supplier is not authorized as a source for supplier items or processes affecting product quality, but may be used as a source for a supplier item that does not affect product quality.

If no actions are required, i.e. supplier is found to be in compliance, the audit action shall be entered and so noted and closed out as "Compliant".

Private supplier data are maintained and only accessible by senior management and may include records of the supplier's financial status.

Public information, that which is accessible on-line, includes records of the supplier's performance history with the Company, records of the quality standards and specifications employed by the supplier, any quality records (such as, inspection results) summary of evaluation results, including site survey results (NOTE: A separate site survey report may be completed and attached to the Supplier Performance Evaluation Record), current quality status (that is, whether approved, certified, new, etc.).

3.1 Approved Supplier List Listing

The Approved Supplier List specifies the following information for each qualified supplier:

supplier name, supplier quality status, the item/process identifier or service the supplier is qualified to provide, suppliers cage code, if available, the quality status of each item or service the supplier is qualified to provide (that is, whether the item is qualified with or without restrictions)

The most current Approved Supplier List is available on-line to all company employees who request, purchase, or approve acquisition of items affecting product quality.

3.2   Special Supplier Exceptions and Evaluations

A Special supplier evaluation may be requested by sub-suppliers, Purchasing, Engineering, Production Control, Planners, Material Control, Marketing Manager, or company employees or department managers requesting the purchase of nonproduction items affecting product quality.

Such supplier evaluation requests (that is, requests from suppliers to evaluate or re-evaluate their quality status) must be submitted in the form of an email/electronic writing.

3.3   Supplier Evaluation Criteria

Supplier evaluations may consist of any combination of the following criteria, as specified for each process/purchased item:

- registration or evidence of compliance with a specified quality standard by a recognized authority (for example, ISO 9000)
- an on-site assessment and evaluation of the supplier's capability and/or quality system
- records of past achievement evaluation of product samples test and inspection results
- published experience of other users
- design verification, meaning, APL items or sole-source items
- cost and on-time delivery
- demonstrated or verified ability to meet all specified requirements, including quality system, quality assurance, and customer requirements
- Vendor/suppliers with Cage Codes can be check on DCMA-CMT (Contract Management Team) website for key DCMA contact information if needed.

A supplier performance evaluation may result in a Corrective Action Request (CAR) form QA 001 if nonconformances are identified during the performance evaluation process and processed per QAP 13.0.

If the nonconformance is discovered on items or processes supplied, a Quality Discrepancy Report (QDR) form QA 005 is initiated and processed per QAP 13.0

4.0 Distribution

The most current Approved Supplier List is available on-line to all company employees who request, purchase, or approve acquisition of items affecting product quality.

As an on-line system, the ASL is perpetual in that, it is always current and revision releases are only executed what a new process category is added, modified or deleted.

5.0 Responsibility

Purchasing Manager is responsible for the primary identification of potential suppliers and contributing to supplier performance evaluation investigations, which may include site surveys, evaluating supplier performance, approving suppliers and changes to the ASL.

The QA Manager or designee maintains supplier quality records and makes the records available on the on-line QMS.

The Quality Manager is responsible for reviewing, updating or modifying all supplier evaluations, maintaining records of all supplier evaluations, conducting supplier performance investigations, evaluating supplier performance, approving suppliers, once approved by senior management and any physical changes to the ASL.

Any company employee can request a supplier evaluation by submitting a request via email to the Purchasing Manager, QA Manager or Engineering Manager.

The Quality Manager or Purchasing Manager can initiate or assign investigative action and prepare additional memos and documents, as needed.

The Quality Manager or designee can conduct supplier quality investigations and complete action items, as specified. This may consist of gathering data, site surveys, evaluating product samples, obtaining verification of supplier compliance or registration with a recognized quality standard (e.g., ISO 9000), testing and inspecting product, verifying designs, etc. Compile and document findings.

6.0 Process Flow

The following is a visual of the process flow for Evaluating and authorizing a Supplier:
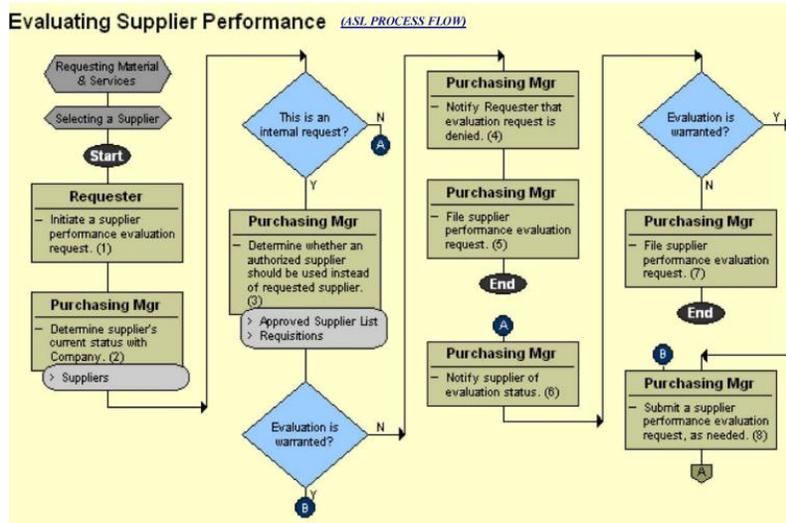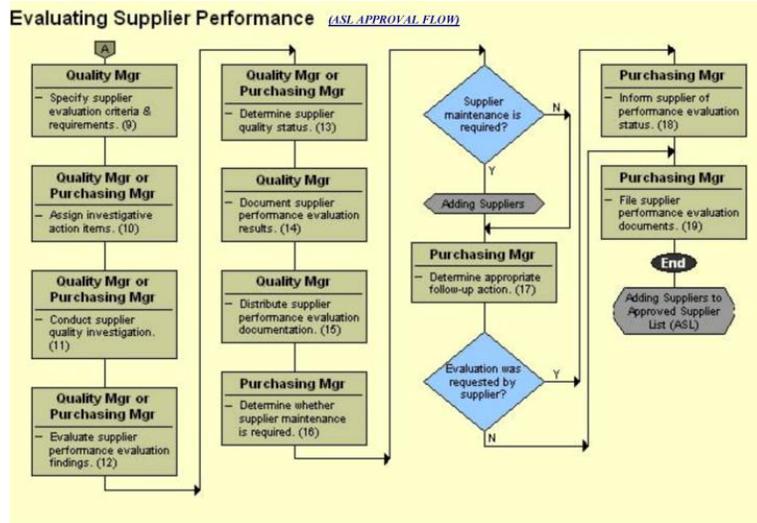
7.0 Reference Documents

QAM
QA Form 001, Corrective Action Report
QA Form 005, Quality Discrepancy Report
QA Form 016, Supplier QMS Questionnaire
QAP 13.00 Control of Nonconforming Product
WI-8.0 Product ID and Traceability

DCMA-CMT Website:
https://pubmini.dcma.mil/CMT_View/CMT_View_Search.cfm