



SUPPLIER SELF EVALUATION

Supplier Name:				
Supplier Location(s):				
Supplier Contact(s) Name:				
Title:				
Phone Number(s):				
Email Address:				
Company Profile				
Please answer the following questions to the best of your ability (as applicable)	Yes	No	N/A	Comments
Is the company privately held?				
Is the company unionized?				
Is the company certified ISO or an equivalent QMS? The supplier is aware that the Napoleon Supplier Quality Manual requirements must be met.				
What is the company's Engineering/Design capabilities? (Able to provide drawings)				
Can the company supply STP. Files (3D drawings: E.g. SolidWorks or equivalent)				
Does the company have the ability to translate documents into English?				
Does the company have insurance (type, value, coverage)?				
Does the company have the ability to supply a Part Approval Package (PPAP)?				
What other customer(s) does the company supply to?				
Does the company sub-contract any of their services?				
Does supplier/facility currently make similar parts?				
What type of products does the supplier/facility make?				
Number of employees at facility?				
How many shifts does the plant normally work?				



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List current capacity for machines, labour, and time.				Machines _____ Labour _____ Time _____
What is the current % of capacity dedicated to Napoleon requirements?				
Is there an implementation plan available for increased production?				
What is the standard lead time for products?				
List the current methods / practices utilized to manage the supply chain.				
List the current plans to mitigate current constraints to meeting Napoleon demand.				
Does the supplier/facility build their own tools?				
Does the supplier/facility refurbish tools in-house?				
Does the company have raw material/purchased components traceability?				
Does the company have a process to manage change to their product that affects the customer?				
Does the supplier/facility currently export product?				
Does the company have a policy for product Sustainability Development relating to the Environment, Social and Governance for inclusion, equality and climate?				
If the company does not have a plan for ESG sustainability is there a plan to develop a policy?				
Is the company in the SEDEX Global Network?				
Has the company passed the SMETA Ethical Audit? CODE # _____				

Assessment Survey



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The purpose of the supplier evaluation is to review a potential supplier's process and procedures for maintaining a high level of quality of for purchased components. The supplier Quality Management Representative responsible for this assessment should rate the following:		Yes = Score 1	No = Score 0
Quality	ISO 9001 Quality System Capability		
	System of Internal Audits		
	System for Corrective Action/Risk Assessment		
	Document Control System		
	Training Records		
	Final Inspection Process		
	Process Control		
	Non-conforming Material Control		
	Control of Inspection		
	Measuring and Test Equipment		
	Supplier Control		
	Measurement records per the approved drawings		
Quality Sub-score			
Delivery	Storage, Material Handling, and Packaging		
	Material ID and Traceability		
	Control of Supplied Material		
Delivery Sub-score			
Support	Process/Tool/Die/Jig/Fixture/Part Design Control		
	Customer Service		
	Housekeeping		
	Facility Security		
	Information Systems		
Support Sub-score			
H e	ISO 45001 Health and Safety compliant		



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	Health and Safety initiatives and training are managed and audited within the company		
	ISO 14001 Environmental compliant		
	Environmental awareness and training are managed with an effective EMS system is in place.		
Safety Sub-score			

On-site Audit Summary

Audit Number		Date	Audit Ref (if relevant)	
Results				
Non-conformity				
No.	ISO Element	Summary	CAR No.	Due Date
Corrective Action				
Conclusions				



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Recommendations
Follow-up Actions

Report Prepared By	Signature	Position	Date
Report Reviewed By			