PRIMUS INTERNATIONAL Auburn
A PCC Aerostructures Co.

SUPPLIER ADVANCED QUALITY REQUIREMENTS SELF ASSESSMENT CHECKLIST

(SR-002)

SUPPLIER:	SUPPLIER CODE:	
FACILITY ADDRESS:	TELEPHONE:	FAX:
CITY, STATE and ZIP CODE:		
COMMODITY :		
MANUFACTURER:	VALUE ADDED DISTRIBUTOR:	TOTAL NO. PERSONNEL:

PERSONNEL CONTACTED:	TITLE:
1.	1.
2.	2.
3.	3.

AQP SYSTEM

APPROVED TO: LEVEL 1 LEVEL 2

C/A REQUIRED BY _____
(DUE DATE)

DISAPPROVED
C/A REQUIRED BY _____
(DUE DATE)

REASON FOR AUDIT

INITIAL APPROVAL

RECURRING

COMMENTS: _____

_____

_____

_____

_____

AUDITOR SIGNATURE _____ DATE _____

MANAGER/SUPERVISOR _____ DATE _____

PAD SUPPLIER ADVANCED QUALITY REQUIREMENTS SELF ASSESSMENT CHECKLIST

SUPPLIER _____ (CODE)
(NAME)

DATE

Section Number Reference SR-002	Description	Level 1		Level 2	
		Actual	Possible	Actual	Possible
5.1	Management Commitment				
5.2	Procedures & Documentation				
5.3	Training				
5.4	Key Characteristics				
5.5	Improvement Tools				
5.6	Control Charting				
5.7	KC Data Analysis				
5.8	Process Improvement				
5.9	AQP Flowdown				
5.10	Inspection Option - SPC				
Total Actual Points					
Total Possible Points					
Percent Score (Actual /Possible X 100 = %)					

LEGEND

P - Procedures are in place which adequately address the requirement.

C - Compliance with procedure is demonstrated.

LEVEL SCORING

Level 1 approval is the minimum required when KCs are flowed down contractually.

Level 2 approval is in addition to level 1 approval(requires Level 1 approval) and is considered necessary for sustaining KC improvements.

APPROVAL CRITERIA

Level 1 :

Approved: 100%
Disapproved: Less than 100%

Level 2:

Approved: 80% - 100%
Disapproved: Less than 80%

Note: Less than 100% in any Level 1 or 2 Section requires corrective action for those specific items found deficient.

VAII SUPPLIER ADVANCED QUALITY ASSESSMENT CHECKLIST

Supplier Code:

Audit Date:

LEVEL 1			Requirement (References are to SR-002)	Supplier References	P | 0 or 2	C | 0 or 2	Totals | Actual	| Possible
5.1 Management Commitment	**5.1.1**	Published policy statement exists supporting the implementation of SPC.	An SPC policy statement signed by management exists and is communicated to employees.					4
	5.1.2	An SPC Coordinator has been identified, trained, and is working with teams.	SPC Coordinator has been identified, and/or SPC Coordinator has SPC background and/or been trained in SPC.					4
5.2 Procedures & Documentation	**5.2.1**	Key Characteristic Control Plans (AQP Control Plans) exist for identified KCs.	KC Control Plans exist for identified KCs, and/or Instructions exist for completing KC Control Plan forms.					4
	5.2.2	Process flow diagrams are used.	Process flow diagrams define where KC measurements are taken.					4
5.3 Training	**5.3.1**	Personnel involved with identified KCs are trained.	Personnel collecting data on control charts for identified KCs have been trained, and/or Records of training exist.					4
		SPC OJT is provided to personnel that are control charting.	SPC Coordinator assists when there are out of control conditions on control charts and/or assists with the calculation of control limits.					4
5.4 Key Characteristics	**5.4.1**	KCs are incorporated into manufacturing planning.	Manufacturing Planning or Shop Travelers describe control chart type, data collection method, frequency of data collection, or refer to KC Control Plan for control charting instructions.					4
	5.4.2	Customer identified KCs are flowed down to subtiers when required.	Customer identified KCs are flowed down to subtier suppliers when required.					4
5.5 Improvement Tools	**5.5.1**	Processes with customer KCs have been studied	When customers flow down KCs, process owner teams use improvement tools to study key processes.					4

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LEVEL 1			Requirement (References are to SR-002)	Supplier References	P 0 or 2	C 0 or 2	Totals Actual	Totals Possible
5.6 Control Charting	**5.6.1**	Control charts are in the hands of process owners (operators, mechanics, etc.).	Charts are available at work stations.					4
	5.6.2	Special causes are noted on control charts for identified KCs.	Special causes of variation are noted on control charts for identified KCs.					4
5.7 KC Data Analysis	**5.7.1**	Control charts are examined for special causes of variation.	Process owners detect special causes of variation using the Western Electric Warning Rules or other similar statistically based rules.					4
	5.7.2	Process capability is determined for customer identified KCs.	KCs that are in statistical control have Cpks calculated, and/or Cpks for KCs are recalculated whenever process changes are evident.					4
5.8 Process Improvement	**5.8.1**	Cpks for identified KCs are monitored for improvement.	Cpks are reported to customers when requested on the 15th of each month.					4
If question is not applicable, enter "N/A"					**Level 1 Total (PxC=Actual)**			

VAII SUPPLIER ADVANCED QUALITY ASSESSMENT CHECKLIST

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LEVEL 2			Requirement (References are to SR-002)	Supplier References	P 0 or 6	C 0 or 6	Totals Actual	Totals Possible
5.1 Management Commitment	**5.1.2**	Manufacturing is leading AQP implementation.	Manufacturing supervision and management are accountable for status of SPC applications, and/or Manufacturing procedures incorporate AQP requirements, and/or Manufacturing performance goals linked to AQP performance, and/or Manufacturing is leading AQP implementation.					36
	5.1.3	Published and maintained AQP implementation plan exists.	AQP implementation plan is published and current, and/or Progress of the plan is monitored and reviewed, and/or AQP implementation plan details effectivity milestones, and/or Plan supports customer requirements for KC incorporation.					36
	5.1.4	Ongoing meetings have been established to monitor progress toward goals and objectives of AQP implementation plan.	A management AQP review team has been established and meets regularly, and/or A management AQP review team monitors progress of plan, and/or AQP is integrated into top level company strategies, and/or Organizational chart details SPC responsibilities.					36
5.2 Procedures & Documentation	**5.2.1**	KC Control Plans exist and are maintained for customer and internally identified KCs.	KC Control Plans exist for customer and internally identified KCs, and/or KC Control Plans are maintained and updated as required, and/or Procedures require KC Control Plans exist for customer and internally identified KCs.					36
	5.2.3	A formal (published) AQP procedure exists.	Procedures exist governing AQP requirements, and/or Evidence exists that procedures are maintained and there is revision control, and/or AQP procedure addresses training, continuous improvement policy and approach, implementation strategy, roles and responsibilities, KC selection criteria, KC Control Plans, etc. as listed in paragraph 5.2.3.					36
5.3 Training	**5.3.2**	A documented training plan exists and has been initiated.	Course contents have been defined, and/or Course contents cover concept of variability, and/or Formal training schedule has been established, and/or Course content is aligned with responsibilities and tasks of control charting personnel, and/or Training plan describes which organizations will receive AQP training, and/or Training records are kept.					36
	5.3.3	Education in advanced statistical techniques is available to appropriate personnel.	Training includes gage variation (gage R&R), and/or Advanced statistical techniques education requirements have been defined, and/or Training includes Designed Experimentation (DOE).					36

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LEVEL 2			Requirement (References are to SR-002)	Supplier References	P | C | Totals 0 or 6 | 0 or 6 | Actual | Possible			
5.4 Key Characteristics	**5.4.1**	Customer and internally identified KCs are incorporated into manufacturing planning.	Customer and internally identified KCs are incorporated into Manufacturing Planning/Shop Travelers, and/or Manufacturing Planning or Shop Travelers describe control chart type, data collection method, frequency of data collection, or refer to KC Control Plan for control charting instructions.					36
	5.4.2	Customer and internally identified KCs are flowed down internally and externally when required.	Customer and internally identified KCs are made contractual requirements for subtier suppliers when they are flowed down, and/or Customer and internally identified KCs are flowed down to subtier suppliers when required, and/or Internally identified KCs are flowed down to internal, upstream 'suppliers' when required.					36
	5.4.3	Internally identified KCs are determined using a structured approach.	KCs are selected by cross functional teams using AQP tools such as: brainstorming, pareto analysis, risk analysis, and historical data analysis, and/or procedures for selection of KCs require consideration of most, if no all, of the following: fit, function, safety, cost, performance, service life, and manufacturability of product and process features, attributes and requirements, and/or Procedures exist for identifying internal key characteristics.					36
5.5 Improvement Tools	**5.5.1**	Multi-disciplinary and natural work teams exist to continuously improve process and product quality.	Multi-disciplinary and natural work teams exist to improve product and/or process quality, and/or Multi-disciplinary and natural work teams use AQP tools to improve product and process quality.					36
	5.5.2	Process parameters and their settings must be documented on KC Control Plans for KCs.	Applicable process parameters and settings must be documented on KC Control Plans for KCs, and/or Control chart type, sample size and frequency must be documented on KC Control Plan for KCs.					36

VAII SUPPLIER ADVANCED QUALITY ASSEMENT CHECKLIST

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LEVEL 2			Requirement (References are to SR-002)	Supplier References	P | C | Totals 0 or 6 | 0 or 6 | Actual | Possible			
5.5(cont)	**5.5.3**	Gage variation studies are conducted to reduce sources of variation.	Gage variation studies (gage R&R) are conducted as applicable, and/or Procedures address policy for determining acceptable range of variation consumed by gages, and/or Procedure defines when gage variation study is required.					36
5.6 Control Charting	**5.6.2**	Special causes of variation are noted on control charts.	Special causes of variation are identified and investigated, and/or Special causes of variation are noted on control charts, and/or Corrective action plans are used when repetitive special causes have been identified, and/or When a special cause generates a non-conformance document, the document number is recorded in the notes section of control chart.					36
	5.6.3	Non-manufacturing KCs have been identified and are being controlled.	Non-manufacturing teams exist to improve their products and processes, and/or Non-manufacturing teams have identified their own KCs.					36
		Variables control charts are used for internally, as well as, customer identified KCs.	Variables control charts are used for KCs when possible, and/or Control charts are maintained 'real time' by process owners for internally/externally identified KCs.					36
5.7 KC Data Analysis	**5.7.1**	Procedures exist that require process owners examine control charts for special causes of variation.	Procedures exist that require process owners detect special causes of variation by looking for non-random patterns on control charts, and/or Procedures exist that require process owners detect special causes of variation using the Western Electric Warning Rules of other similar statistically based rules.					36
	5.7.2	Process capability is determined for customer and internally identified KCs.	KCs that are in statistical control have Cpks calculated, and/or Cpks for KCs are recalculated whenever process changes are evident.					36
5.8 Process Improvement	**5.8.1**	Control charts and/or their associated Cpks for KCs are monitored for improvement.	Process variation is reduced by investigating, understanding, and documenting common cause variation, and/or Statistical process control Coordinator and/or AQP management review team reviews Cpks of all KCs regularly to determine if there is progress toward control and capability improvements, and/or Cpks are regularly reported to internal and external customers, and/or meeting minutes exist.					36

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LEVEL 2			Requirement (References are to SR-002)	Supplier References	P | 0 or 6	C | 0 or 6	Totals | Actual	| Possible
5.8(cont)	**5.8.1 (cont)**	Designed experiments are being used to reduce common cause variation.	Personnel using designed experiments (DOE) have been trained, and/or Evidence exists that designed experimentation is being used to reduce common cause variation, and/or AQP procedures describe when designed experimentation is required.					36
	5.8.2	A data base exists that is a permanent record of information and lessons learned from the application of AQP.	A data base/central data storage area exists that contains a permanent record of improvement activities, and/or AQP procedures describe record retention requirements, and/or AQP procedures describe: where data base/central data storage are resides, who is responsible for maintenance, and who has access to it.					36
	5.8.3	Improvements are applied to similar processes and products.	AQP procedures describe method for gathering and reviewing improvement information, and/or Objective evidence exists that provides examples of application of improvements to similar processes and products.					36
5.9 AQP Flowdown	**5.9.1**	Formal AQP procedures are in place that require the flowdown of AQP/statistical process control requirements to subtier suppliers.	AQP requirements are incorporated in RFQ activities, and/or A process exists for communicating AQP/statistical process control requirements to subtier suppliers, and/or AQP procedures require the flowdown of AQP requirements to subtier suppliers, and/or AQP procedures describe how AQP implementation at subtiers influence purchasing decision/contract awards.					36
	5.9.2	APQ assistance is provided to subtier suppliers when KCs are flowed down.	AQP training materials are shared with subtier suppliers and needed, and/or Provide assistance through statistical process control Coordinator consultation, and/or KC selection data is provided when KCs are flowed down to subtier suppliers.					36
	5.9.3	An AQP assessment matrix is used to assess subtier supplier AQP implementation level when KCs are flowed down.	When KCs are flowed down, and AQP assessment matrix is used to assess subtier supplier AQP implementation level, and/or An AQP flowdown procedure exists with a checklist for assessment.					36

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5.10 Inspection Option (Statistical Process Control) **NOTE** **This element is to be evaluated only when the supplier utilizes SPC as an inspection option**	**5.10.1**	When SPC is used as an option for in-process or final inspection, the measurements must be taken by trained personnel, the data must consist of variables measurements taken at appropriate sampling frequencies, the control charts must be appropriate, and the activity must be conducted per the table in section 5.10.1.	1. Training records exist(appropriate material/personnel) 2. Variables measurements are made producing data(including records) captured at appropriate sampling frequencies. 3. Appropriate Control Charts are used 4. Activity and records indicate compliance to the table in section 5.10.1. 5. Where conditions generate non-conforming product, the supplier follows the requirements for the control of non-conforming product 6. Where 100% inspection is required per the table in section 5.10.1, it shall continue until the effectiveness of corrective action is verified.					36 36 36 36 36 36
If question is not applicable, enter "N/A"						**Level 2 Total (PxC=Actual)**		