



**SUPPLIER PROFILE INFORMATION**

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Internet Homepage: \_\_\_\_\_ Duns Number: \_\_\_\_\_  
 Parent Company : \_\_\_\_\_  
 Address : \_\_\_\_\_

**Key Contact** ( Including phone numbers and email addresses )

- President / CEO : \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_
- Plant Manager : \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_
- Sales Manager: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_
- Engineering Manager: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_
- Quality Manager: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_
- Customer Rep.: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_

**Employee Categorization ( Please supply an organization chart )**

- Total number of employees: \_\_\_\_\_
- Hourly: \_\_\_\_\_ Salaried: \_\_\_\_\_
- Management: \_\_\_\_\_ Production: \_\_\_\_\_ Engineering: \_\_\_\_\_ Quality: \_\_\_\_\_
- Shift / Day: \_\_\_\_\_ Days / Week: \_\_\_\_\_
- Are your employees represented by a union ? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- If Yes, Union Name / Local : \_\_\_\_\_ Contract Expiry : \_\_\_\_\_

**Commercial / Financial Information**

- Date company founded: \_\_\_\_\_
- Ownership : Private: \_\_\_\_\_ Public: \_\_\_\_\_
- Is the company compliant with current banking agreements? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- Company revenue/ turnover of last three ( 3 ) years

Year	Revenue ( \$ )	% Automotive
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Company revenue planned for the current and next three ( 3 ) years
- | Year  | Revenue ( \$ ) | % Automotive |
|-------|----------------|--------------|
| _____ | _____          | _____        |
| _____ | _____          | _____        |
| _____ | _____          | _____        |

- Plant size: \_\_\_\_\_ Per cent utilization: \_\_\_\_\_
- List of main products / services offered and related ( % ) of sales

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Principal customers**

- Please highlight your major customers, type of business and related ( % ) sales

Customers Name	Business / Industry	% Sales ( ie. Automotive, Consumers, Aerospace etc. )
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Certification**

- Check those that apply ( Please supply copy of certification )  
TS 16949: \_\_\_\_\_ Planned Certification Date: \_\_\_\_\_  
ISO 9001: \_\_\_\_\_ Planned Certification Date: \_\_\_\_\_  
ISO 14001: \_\_\_\_\_ Planned Certification Date: \_\_\_\_\_

*Please submit together with this form most recent audited annual financial statements*

**Completed By**

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email address: \_\_\_\_\_
- Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**If you are not TS/ISO registered, please complete Supplier Assessment Checklist and forward to [skhatchadourian@dynaplas.com](mailto:skhatchadourian@dynaplas.com)**



## Supplier Assessment Checklist

Category	Assessment Items	5	4	3	2	1	Score	Ave.
Safety	Are proper protective equipment (PPE ) used ?	Wherever required		Partial		No		
	Are proper safety labels being utilized ? (aisle ways, extinguishers, hazard warnings, etc)	Wherever required		Partial		Minimal		
	Are work area clean, organized and free from hazards ?	5S practice		Partial		Minimal		
	Are employees demonstrate safety mindset ?	Fully practice		Pockets of awareness		Not a focus		
Mgmt.	Is the organization's vision / mission communicated to visitors and employees ?	Clear/visible/frequent		Posted in the lobby		Not visible		
	Is there daily review of operations ?	Review current		Review not updated		No review		
	Is there real time reporting and review by management ?	Multiple daily review		Inconsistent review		Reactive review		
	Is there a continuous improvement programs ?	Formal facility wide		Informal / limited		No program		
	Is there evidence management is willing to listen to employees ?	Actively solicits & acts on ideas		Inconsistence response		Not evident		
Cost	Does supplier track key cost performance indicators ? ( production / operation )	All identified		Some		None		
	Are cost KPI targets established and visible to employees ?	All identified		Some		None		
	How frequently are key cost KPI's reviewed by management ? / with employees ?	Daily		Weekly		Monthly		
Design Capability	What is the level of the suppliers design responsibility ?	Total responsibility		Assembly only		Component only		
	Does the suppliers have adequate test capability to do design validation testing ?	Full in house		Outsource		None		
	Does the supplier develop DFMEA 's and do design review with manufacturing ?	Both		DFMEA only		None		
	Does the supplier have engineering group responsible for design ?	Full time		Part time		None		
APQP	Is there evidence of a structured project management system ?	Fully implemented		Partially utilized		No system		
	Are there formal project team utilized ?	Cross functional		Independent function		Single responsibility		
	Does the project management process identify milestone ?	Yes & fully current		Exist but not current		No tracking		
	Does the process include timely & updated reviews of design records, customer input ECR's etc..	Yes & fully current		Exist but not current		Partially / not current		
	Does the project management process include sub-supplier management ?	Fully managed		Partial management		No evidence		
	Is there evidence of lessons learned & result implementation organization wide ?	Highly evident		Partial evidence		No evidence		
Change Mgmt.	Does the supplier notify & obtain customer approval of all changes prior to implementation ?	Every change		Form, fit & function only		Never		
	Is there evidence of an engineering change management system ?	Exist & tracked		Some		No evidence		
	Do the personnel on the manufacturing floor have access to the latest drawing & related specifications ?	Full access		By request		No		
Logistics Packaging	Is there sufficient room in shipping / receiving ?	Specific staging		No staging standard		Inadequate		
	Is there a process to verify material received meets all requirements & specifications ?	Periodic actual		Material cert only		Packing list only		
	Is there designated storage areas for raw materials, tooling & component parts ? ID, protection, etc. Is the area insured ?	P/N specific labeling		Random identification		Inadequate		
	Do all storage areas show evidence of good inventory management ? FIFO, Traceability	Clear FIFO / traceability		Poor FIFO / traceability		No system		
	Are parts packaged adequately for both storage and/or shipment ?	Both robust		Needs improvement		Inadequate		
	How is material conveyed to production ?	Kanban driven / pull		Traditional push		Haphazard		
	Are material routings & flow between processes clearly identified & smooth ?	Smooth flow		Poor triggers		Congested		



Category	Assessment Items	5	4	3	2	1	Score	Ave.
Process	Are there standard work / job instructions ?	Clear / posted / followed		Not clear		Not evident		
	Does supplier conduct layered audits on his processes ?	Regular schedule		Infrequent		Not evident		
	Are process set-up sheet used and do they match the process ?	Clear / posted / followed		Available but not consistently posted		Not evident		
	Are any visual aid utilized to enhance process flow / step understanding ?	Consistently used		Some process		Reactive only		
	Are all operators properly trained ?	Trained & documented		Single process only		Unclear or none		
	Is preventive / predictive maintenance utilized ?	Active predictive maintenance		Active preventive maintenance		No schedule		
Quality	Are PPM tracked, monitored and action itemed for improvement ?	Tracked, target met		Tracked, target missed		Not tracked		
	Is scrap tracked, monitored and action itemed for improvement ?	Steady reduction		Inconsistent performance		Not tracked		
	Are customer corrective actions implemented & responded in a timely manner ?	C/A verified		C/A implemented		Ineffective		
	Are PFMEA's completed adequately & high RPN's addressed ?	Active RPN reduction		High RPN partially address		Not address		
	Are control plan actions & frequencies adequate for part complexity ?	Robust plan		Needs improvement		Ineffective		
	Are measurement techniques adequate & calibration current ?	Robust & current		Not totally current		Ineffective		
	Are third party calibration source ISO 17025 used & certified ?	All certified		Some are certified		No certification		
	Are critical and / or significant characteristics documented and capable ?	Analyzed for improvement		Documented / not all capable		No analysis		
	Does the supplier have an active process controlling Tier 2 Quality ?	Proactive management		Reactive involvement		Receiving only		
People	Does an employee handbook exist ?	Min. annual review		Yes, but not updated		No		
	Is there a formal training program for employees ?	Active plan in place		Informal		No		
	Are there any communication and participation programs ?	Active plan in place		Informal		No		
Special Process	Does supplier special processes audited? ( CQ1-11, CQ1-12 etc ) ?	All Special process audited		Some special process audited		None		

**Assessment Result:**

Overall score < 2 = Rejected

Overall score ≥ 2 < 4 = Conditionally Approved ( Corrective action required - No single score below 2 )

Overall score ≥4 = Approved ( No single score below 2 )

**Return filled-up form to the attention of:**

**Serge Khatchadourian – Purchasing**

Email address: [skhatchadourian@dynaplas.com](mailto:skhatchadourian@dynaplas.com)

Phone: 416-293-3855 ext. 341



**FOR TOOL BUILD SUPPLIER'S ONLY**

QUESTION	Always	Usually	Sometimes	Never	COMMENTS
1. Has a Dynaplas representative visited and inspected your facility in the past six months?					
2. Do you provide Dynaplas with progress reports as required?					
3. If you are purchasing steel or components for Dynaplas tooling is it from ISO registered suppliers?					
4. If your suppliers are not ISO registered do you notify Dynaplas when using their components?					
5. Is the work environment clean and well organized?					
6. Are you delivering tooling on time as per agreements?					
7. Have you completed Mould Checklist at Delivery <i>TO-F-0001</i>					
8. Do you notify Dynaplas of any and all design changes or deviations?					
9. Is there a documented system for implementing corrective and preventive actions and for the handling of customer complaints?					
10. Are documented handling, storage, packaging and preservation methods used that prevent product damage or deterioration?					
11. Do you attach a Dynaplas PO# or job# and a contact name to all packing slips and invoices?					
12. Do you notify Dynaplas of delays in advance of delivery date?					
13. Have personnel performing specific assigned tasks been qualified on the basis of appropriate education, training and/or experience as required?					
14. If delivery performance is less than 100% on-time, is appropriate corrective action implemented to improve delivery performance?					

For DynaPlas Ltd use only : Always(30) ; Usually(15) ; Sometimes(5) ; Never(0) = Total: \_\_\_\_\_