



SUPPLIER ASSESMENT DATA SHEET

Date:

A. General Information

1	Supplier Name :				Supplier Code
2	Address :				
3	Phone No(s):	Office	Works		
4	Fax No(s)				
5	E-Mail ID				
6	Employees Particulars	Total		For QAD	
7	Contact Person.	Name	Designation	Mobile Number	
	For Quality				
8	Do they have a third party certified (ISO 14001 or				
	For Delivery				
	For Commercial				
8	Purpose and status of Assessment				
	New Evaluation			Description of products / Process	
	Personal aware of Significant Energy Use (SEUs- E				
	Re Evaluation				
1.13	Is the Company focused for EMS,OH &MS, EnM				
	Annual Schedule				
	Previous evaluation score		If any Sub Supplier		
	Present evaluation score				
9	Preferred Over All Score - Risk Level				
	96 - 100 %	No Risk	Can proceed to sample approval		
	86 - 95 %	Low Risk	Can proceed to sample approval		
	81 - 85 %	Moderate Risk	Corrective actions from Supplier to be obtained. Sample approval can be processed simultaneously		
	75 - 80 %	High Risk	Obtain corrective actions and evaluate the actions, If found acceptable, proceed to sample evaluations and re audit		
	Less than 75 %	Reject			
10	Minimum Applicable System Certification is : ISO 9001				
11	Over all Expansion plan for the next three years				

AIL Recommendation:



Technical capability Assessment Report

Part - A

		Score status					Track NC	Remarks
		0	1	2	3	NA		
1. Plant Facilities								
1.1	Sufficient Lighting / Air ventilation arrangement							
1.2	Covered shed availability							
1.3	Alternate power source							
1.4	Storage area							
1.5	MATERIAL Handling equipments							
2. Location								
2.1	Ease of AIL Accessibility (Transportation / Inspection)							
8	Do they have a third party certifi							
2.2	Compliance of Industrial Area							
2.3	Employees Accessibility							
3.Skill Requirements								
3.1	Whether the skilled machine operators available							
	ware of Significant Energy Use (
3.2	Whether the skilled equipment operators available							
1.13	Is the Company focused for EMS							
3.3	Whether the skilled maintenance personnel available							
3.4	Are the necessary personnel are trained for GD&T and using the facilities							
3.5	The skill matrix are recorded							
4.Statistical control								
4.1	Does the statistical process control methods employed, wherever required							
4.2	Are the personnel are trained in SPC techniques							
4.3	Does the SPC record analysed for data							
4.4	Is there an effective mistake proofing system available							
5.Quality Performance - Effectiveness(Last one Year)								
5.1	Are the Supplier meeting adequate							
5.2	Does the Quality rating monitored periodically							
5.3	Does the CAPA implemented and followed when the rating is low							
5.4	Does the CAPA ineffectiveness is monitored and adhered							
	(Check the effectiveness data for the past one year)							

TECHNICAL CAPABILITY ASSESSMENT REPORT

Part - A

S.No	Elements	Evaluation Score					Track NC	Remarks
		0	1	2	3	NA		

6.DELIVERY PERFOAMANCE - EFFECTIVENESS (LAST ONE YEAR) (check the adherence with the existing customer schedule)

6.1	Are they meeting adequate Delivery rating							
6.2	Does the Delivery rating Monitored periodically							
6.3	Does the CAPA implemented and followed when the rating is lower							
6.4	Does the CAPA effectiveness is monitored and adhered (check the effectiveness data for the past one year)							

7.Cost reduction proposals / kaizens

7.1	Does the area of improvement in production , quality , efficiency and despatch are identified?							
7.2	Are these activities effectively monitored by the management							
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)							

8.Product Requirement

8.1	a) Are the employees adequately trained in EMS,OH &MS, EnMS							
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9.Capacity

9.1	Are the supplier having ability to supply product in accordance with the organization's requirements							
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)							
9.2	Volume of automotive business (percentage / volume)							
1.13	Is the Company focused for EMS,OH &MS, EnMS							

10 Finacial Stability

10.1	Verify the Debt/ Equity ratio < 2							
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TOTAL MARKS

0- No system available and not practiced		*						
1- System procedure available but not practiced			*					
2- System available but partially practiced.				*				
3- System procedure available and practiced					*			
NA- Not Applicable							*	

Percentage scored : (Total points scored / Total Applicable Points) X 100 =

Expansion Facilities for the Next Three Years


Axles India Ltd		SUPPLIER ASSESMENT DATA SHEET					Purchase	
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SUPPLIER PPAP REQUIREMENT							PART-B	
S.No	Elements	Evaluation Score					Track NC	Remarks
		0	1	2	3	NA		
1.PART APPROVAL PROCESS:								
1.1	Are there complete organized and supporting data for all production part Submission and are the supporting data field together for each part?							
1.2	Understanding of PPAP requirements by all concerned							
1.3	Training need identification for PAPA documentation							
1.4	Awareness of APQP,FMEA,Control plans							
2.FAILURE MODE EFFECT ANALYSIS(FMEA)								
2.1	Is there a mechanism available to study FMEA of the product Supplied							
2.2	Check the Assessment of risk ascertained on the product.							
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)							
2.3	Is all control elements covered in assessment							
2.4	a) Are the employees adequately trained in EMS,OH &MS, EnMS							
2.5	a) Availability of FMEA records on re-visit to existing products based on customer complaints							
	b) Does the PFMEA reviewed based on the severity ranking of 9 or 10 instead of RPN							
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)							
	c) Are threshold level for severity,occurance & detection defined. Does any action proposed if it exceeds							
	Is the Company focused for EMS,OH &MS, EnMS							
	d) Does any actions implemented to reduce the occurrence & detection.							
2.6	e) Are the prevention control or mistake proofing system established to reduce occurrence & detection							
	FMEA corrections based on the field feed back							
3.CONTROL PLAN:								
3.1	Is there Control plan available for production							
3.2	Is the Control plan effectively used							
3.3	Records of control plan documents.							
3.4	Are the special characteristics, if any, identified.							
3.5	Is there a reaction plan available, in case of not meeting the requirements							
3.6	Is there a clearly defined authority for reaction plan							
3.7	Is there a tracking mechanism for out of control situations							
TOTAL MARKS								
0- No system available and not practiced		*						
1- System procedure available but not practiced			*					
2- System available but partially practiced.				*				
3- System procedure available and practiced					*			
NA- Not Applicable						*		
Percentage scored : (Total points scored / Total Applicable Points) X 100 =								
F/COM/PUR/001								
Nov-22								





**SUPPLIER ENVIRONMENTAL MANAGEMENT
SYSTEM AUDIT CHECK LIST**


PART-C


S.No	Elements	Evaluation Score					Track NC	Remarks
		0	1	2	3	NA		
ENVIRONMENTAL ISSUE COMPLIANCE								
1	Is the Supplier complying to the Legal requirements with respect to Environment							
2	Are the relevant Statutory approvals available from competent authorities.							
3	Is the supplier complying to the customer Specific legal requirements with respect to Environment							
4	Are the Customer specific relevant statutory approvals available from competent authorities							
5	Are the products delivered to Customers free from chemicals on the grey list?							
6	Are the Records for effluent treatment maintained							
7	Is there method of waste minimization and evidenced							
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)							
8	Is there a method of continual improvement and evidenced							
9	a) Are the employees adequately trained in EMS,OH &MS, EnMS							
	b) Are the personnel aware of Environmental Issues							
	c) Are the personnel aware of Hazardous and the method of disposal							
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)							
10	Is there a system for periodical audit for Environmental Aspects.							
11	Availability & Maintenance of PPE & Fire Extinguishers							
12	Past record on Environmental performance & corrective action effectiveness (Ex: Non - Conformities , etc)							
TOTAL MARKS								
0- No system available and not practiced		*						
1- System procedure available but not practiced			*					
2- System available but partially practiced.				*				
3- System procedure available and practiced					*			
NA- Not Applicable							*	
Percentage scored : (Total points scored / Total Applicable Points) X 100 =								

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SUPPLIER QUALITY MANAGEMENT SYSTEM AUDIT CHECK LIST						PART-D		
S.No	Elements	Evaluation Score					Track NC	Remarks
		0	1	2	3	NA		
1.Management								
1.1	In the Company, Is there a defined quality policy with derived targets, e.g.continuous Quality Improvements?							
1.2	Have the necessary financial and staff asset been provide?							
1.3	Is the company certified for QMS (ISO/TS 16949/ IATF 16949) ?							
1.4	Is the company organization defined in writing with a definition of the responsibility and the authorities							
1.5	Are the products delivered to Customers free from chemicals on the grey list?							
1.6	Are contract / order documents such as specification,drawings,target specifications standard, quality agreements, logistics plants etc, checked for completeness and feasibility before a quotation is submitted?							
1.7	Are the product specifications available to all department involved in the company?							
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)							
1.8	Are the principles of product liability and product risk known?							
1.9	a) Are the employees adequately trained in EMS,OH &MS, EnMS							
1.10	What form do professional further training, qualification and staff motivation take ? Are management personal also involved?							
1.11	Does the supplier have the system for internal Audit ?							
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)							
1.12	Are Audit finally are reviewed and action initiated							
1.13	Is the Company focused for EMS,OH &MS, EnMS							
2.External procurement								
2.1	How are subcontractors selected ? (Assessment of quality capability, certificates, initial sample inspection agreements on quality inspections etc.)							
2.2	How is the quality of the delivered products guaranteed ? (Inspection plan, agreements on quality inspection etc.)							
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S.No	Element	Evaluation score					TRACK NC	Remarks	
		0	1	2	3	NA			
3. Testing equipment									
3.1.	Is all testing equipment (Testing units and gauges) subject to testing equipment monitoring?								
3.2.	Are the specifications measured / checked using appropriate testing equipment ?								
4. Q Planning									
4.1.	Are control plans available?								
4.2.	Do capability inspections exist for the machines (systems) used? Are process FMEA carried out?								
4.3.	Are the products delivered to Customers free from chemicals on the grey list?								
4.4.	Are special characteristics identified and used?								
5. Equipment / Tooling maintenance									
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)								
5.1.	Is the maintenance of all production equipment carried out in accordance with a plan (Maintenance manual)?								
5.2.	a) Are the employees adequately trained in EMS,OH &MS, EnMS								
5.3.	Are tools equipment and test equipment's stored properly?								
6. Process Control & Quality Assurance									
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)								
6.1.	Are suitable processes (SPC) also used to control and monitor quality?								
1.13	Is the Company focused for EMS,OH &MS, EnMS								
6.2.	Do employees also have the qualifications for their work. Are they instructed when taken on / transferred?								
6.3.	Are the products clearly identified at all times (Serial number, work progress, Rework, scrap) and is traceability guaranteed?								
6.4.	Are PPAP / Related documents followed by supplier?								
6.5.	Are required work instruction available at place / work?								
6.6.	Is the customer approval obtained before delivering products, which deviate from the specifications?								
6.7.	Are production parameters of the process recorded and are deviations logged with the measures introduced?								
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SI.No	Element	Evaluation score					TRACK NC	Remarks	
		0	1	2	3	NA			
6.Process Control & Quality Assurance									
6.8.	Are special processes identified and process parameter defined?								
6.9	Are special processes monitored and reports maintained?								
6.10	Are the product /process validation process in place and documented.								
6.11	Is the customer approval obtained for new start- ups, product changes and process changes?								
6.12	Are the production facilities and equipment clean and suitable?								
6.13	Are the products delivered to Customers free from chemicals on the grey list?								
6.14	In the event of deadline delays and reduced quantities is the customer informed immediately and is there a process, which illustrates delivery reliability?								
6.15	Can information be given at any time on the current production status?								
8.00	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)								
6.16	Is there an organizational stipulation for emergencies, which can directly cause delivery delays?								
6.17	a) Are the employees adequately trained in EMS,OH &MS, EnMS								
6.18	Does the non conformance products identified properly								
6.19	Are the non conforming products are isolated and kept in the separate location								
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)								
6.20	In the case of quality problems are the causes analyzed, remedial measures introduced and their effectiveness (avoiding repeat errors) monitored (Comprehensibility guaranteed)?								
1.13	Is the Company focused for EMS,OH &MS, EnMS								
6.21	Are process / products audited internally?								
6.22	Do supplier monitor his delivery performance, quality performance and take appropriate corrective actions?								
6.23	Is continual improvement process evident?								
6.24	Handling / Storage / Packing / Preservation and Transport.								
7.Documentation									
7.1.	Are all relevant results of the quality inspections recorded and achieved?								
7.2.	Are quality relevant documents and records administered and achieved in an orderly way?								
7.3.	Are there methods and stipulations for products subject to compulsory documentation (traceability)?								
F/COM/PUR/001							Nov-22		

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S. No	Element	Evaluation score					TRACK NC	Remarks			
		0	1	2	3	NA					
8.Risk Management											
8.1	Is any IR problems faced in last 10 Years										
8.2	Is any Geographical calamities problems faced in last 10 Years										
8.3	Is any Financial crisis faced in last 10 Years										
8.4	CAPA /8D reports are submitted to the Customer complaint within 7 working days										
8.5	Contingency plan available for the Absentism,Power failure, Break down, and Logistic failures										
9.Customer property											
9.1.	Are customer drawings specification maintained properly.										
9.2.	Are customer supplied product identified and maintained properly?										
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)										
10.Customer service / Customer satisfaction											
10.1	Are the customer specific requirements fulfilled related to the product?										
10.2	Are the customer requirement fulfilled at delivery?										
10.3	Is the customer service guaranteed?										
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)										
10.4	Are the complaints quickly reacted to the supply of parts secured?										
1.1	Is the Company focused for EMS,OH &MS, EnMS										
10.5	Are fault analysis carried out when there are deviations from quality requirements and are improvement measures implemented?										
10.6	Is the personal qualified for each task?										
	0- No system available and not practiced.	*									
	1- System procedure available and not practiced		*								
	2- No system procedure available, but practiced.			*							
	3- System procedure available and practiced.				*						
	NA- Not Applicable						*				
Steps	1 Take out NA and add total target marks. (Applicable No. of questions X 3) 2 Add actual marks obtained. 3 Calculate the total for 100%.										
Percentage scored : (Total points scored / Total Applicable Points) X 100 =											
Notes :- Min 10 Marks in Risk Management is mandatory											
F/COMPUR/001								Nov-22			

 Axles India Ltd		SUPPLIER ASSESMENT DATA SHEET					Purchase	
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SUPPLIER- ADDITIONAL ENVIRONMENTAL REQUIREMENTS - CHECK LIST (ONLY FOR VOLVO RELATED SUPPLIER)						PART-E		
S.No	Elements	Evaluation Score					Track NC	Remarks
		0	1	2	3	NA		
Additional Environmental requirements:								
1	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Product planning & development, Production, purchase & Sales)							
2	Are there plans or activities to improve existing products of production process with regards to environment impacts							
3	Are products delivered to Volvo group are free from chemicals on the back list							
4	Are the production processes free from chemicals notified on the Volvo's black list							
5	Are the products delivered to Customers free from chemicals on the grey list?							
6	Are production processes free from chemical notified on the Volvo's grey list							
7	Is the material content of the product available to be reported in IMDS (according to IMDS reporting for Volvo Group institutions)							
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)							
TOTAL MARKS								
0- No system available and not practiced		*						
1- System procedure available but not practiced			*					
2- System available but partially practiced.				*				
d) Are the Personal aware of Significant Energy Use (SEUS- Energy Saving)								
3- System procedure available and practiced					*			
1.13	Is the Company focused for EMS,OH &MS, EnMS							
NA- Not Applicable							*	
Percentage scored : (Total points scored / Total Applicable Points) X 100 =								
F/COM/PUR/001								
Nov-22								


**SUPPLIER-CORPORATE SOCIAL RESPONSIBILITY (CSR)-CHECK LIST
(ONLY FOR VOLVO RELATED SUPPLIERS)**
PART-F

S.No	Elements	Evaluation Score					Track NC	Remarks
		0	1	2	3	NA		
1.CSR								
1.1	Have audits, with focus on human rights and work place practice, been conducted in your company ?							
1.2	Does your company have a code of conduct or similar ?							
1.3	Does your company place a contractual requirement on its suppliers to be compliant with issues outlined in this assessment ?							
1.4	Are laws and other regulations regarding working conditions in your country and/or region observed?							
1.5	Are the products delivered to Customers free from chemicals on the grey list?							
1.6	Are necessary safety precautions in place to uphold a safe and healthy work environment eg. Safe electrical installations, self machineries							
1.7	Is adequate personnel protective equipment such as goggles, gloves, earplugs, boots and protective clothing freely available at to the employees?							
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and Safety)							
1.8	Are all chemical substances labelled and safely stored?							
1.9	a) Are the employees adequately trained in EMS,OH &MS, EnMS							
1.10	Is information, eg. Data sheets for chemicals, available in the area where the chemicals are used?							
1.11	Are inspection documents for lifts and machinery available?							
	d) Are the Personal aware of Significant Energy Use (SEUs- Energy Saving)							
1.12	Do you keep records of accidents and injuries ?							
1.13	Is the Company focused for EMS,OH &MS, EnMS							
1.13	Do you follow up and take corrective actions due to the accidents and injuries ?							
1.14	Is fire fighting equipment installed, fire and evacuation drills carried out and is a sufficient number of employees trained in fighting practice?							
1.15	Are emergency exits properly marked ?							
1.16	Are working hours in your company in compliance with statutory requirements in the country or region?							
1.17	Is every employee paid at least the statutory minimum wage ?							
1.18	Do all employees receive paid leave according to statutory regulations?							
1.19	Are required overtime supplements paid to all employees ?							
1.20	Are all employees employed by your company at least the minimum age required by country law or other regulations?							
1.21	Are employees allowed to leave the factory premises after work at any time as far as in compliance with statutory regulations?							



		Part F					PAGE 13 OF 15	
S. No	Element	Evaluation score					TRACK NC	Remarks
		0	1	2	3	NA		
1.22	Does your company uphold the employee's right to freely join and take actions in or form workers' organizations including union(s) of their own choosing without previous authorisation of your company?							
1.23	Are all employees treated in a non-discriminatory manner regarding benefits, hiring procedure, job assignment, retirement provisions, and access to services etc.,(i.e.. Independent of gender, religion, age, union membership, race, caste, national origin, disability, sexual orientation or political affiliation)?							
1.24	Does your company regulate inappropriate sexual coercive behaviour, including gestures, language and physical contact?							
1.25	Does your operation have policies and procedures in place to prevent and detect corruption by your employees, officers, managers, and any others working on behalf of your operation, including but not limited to bribery, excessive gift-giving, extortion, or embezzlement, on the part of suppliers, contractors or agents representing the facility? If yes, please describe those policies and procedures in a separate attachment.							
1.26	Does your operation have policies and procedures in place to prevent and detect, and eliminate situations in which your employees, officers, managers, and any others working on behalf of your operation have potential conflict of interest in connection with your operation's activities or dealing with governmental or similar authorities? If yes, please describe those policies and procedures in a separate attachment.							
1.27	Has any gifts, payments, or anything else of value for your operation, or anyone working on behalf of your operation, has offered or given, in the last three years, to any government official or employee, political party, political candidate, or any person related by blood, marriage, or otherwise to such persons, in order to obtain some advantage favour, decision, or actions. If yes, please use separate sheet to describe.							
1.28	Are the products delivered to Customers free from chemicals on the grey list?							
A	During the last three years has your operation been involved in any investigation, lawsuit, or other proceeding concerning the issues addressed in this assessment? If yes, please use separate sheet to describe.							
TOTAL MARKS								
8	Do they have a third party certified (ISO 14001 or EMAS) management system covering all relevant activities (e.g. Occupational Health and							
0- No system available and not practiced		*						
1- System procedure available but not practiced			*					
2- System available but partially practiced.				*				
3- System procedure available and practiced					*			
9) Are the Personnel aware of Significant Energy Use (SEUS- Energy Saving)								
NA- Not Applicable							*	
1.13	Is the Company focused for EMS,OH &MS, EnMS							
Percentage scored : (Total points scored / Total Applicable Points) X 100 =								



Axles India Ltd

SUPPLIER ASSESMENT DATA SHEET

Purchase

Of: M/S.

Date:

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SCORE SHEET

S.No	AUDIT ELEMENTS	% SCORED
1	PART A : Technical capability	
2	PART B : PPAP Requirements	
3	PART C : Environmental compliance	
4	PART D : Quality Management System	
5	PART E : Additional Environmental Requirements	
6	PART F : Corporate Social Responsibility (CSR)	
Total Score % ((part A+ part B + part C + part D + part E + part F)/6)		

Pls Note: **PART E & F - Only for VOLVO Related Suppliers**

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Name of the Auditors	Designation	Signature

CONCLUSION :

Approved By:	HEAD - QUALITY ASSURANCE	HEAD - PURCHASE SQA
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