

SUPPLIER COMPANY PROFILE AND SELF EVALUATION

- CONFIDENTIAL COMPANY DOCUMENT, AFTER COMPLETION -



The purpose of this form is a **preliminary evaluation** of the technical, qualitative and productive capacities of a potential Supplier (or the updating of an existing evaluation), enabling the creation of an **initial picture** of the Supplier's Organization which can be compared with WAMGROUP requirements.

Precise information in the Supplier Company Profile (first part of this form) and in the Self-evaluation Questionnaire (second part) is requested.

Accuracy in filling in both parts of this form is considered as a necessary basis for any future decisions.

The data received shall be considered confidential and will be handled in strict observance of current legislation on the protection of privacy.

Following receipt of the information, WAMGROUP reserves the right to arrange, in agreement with the Supplier, a visit to their facilities for **final assessment**.

This pdf form has to be uploaded and returned to WAMGROUP along with one or two pdf files containing the description of the Supplier's **Production and Testing Equipment and Means**, as well as other pdf files which the Suppliers consider useful to introduce themselves.

All pdf files can be updated and re-uploaded when necessary.

The SUPPLIER SELF-EVALUATION is the first stage in a Supplier selection process for all potential Vendors to WAMGROUP Subsidiaries. The self-evaluation is a self-guided survey requesting pertinent information about your Company.

Once submitted, your data will be stored in WAMGROUP's Potential Supplier Database. Your data will be screened by our Purchasing Team who will evaluate your entry and determine any further steps.

When completing the SELF-EVALUATION please take into consideration that WAMGROUP considers **integrity** among the most important characteristics of each collaborator. We do not look for "extraordinary" companies but **honest Suppliers** who are able to commit to what has been agreed and are willing and capable to improve if and where necessary.

After the SELF-EVALUATION form has been submitted by the Supplier, WAMGROUP will organise an "on-site" visit at the Supplier's premises during which the WAMGROUP Purchasing Team will conduct an **in-depth** verification of the information previously submitted.

If the information submitted does not reflect reality the auditors will immediately stop the visit and the Supplier will be declared "not trustworthy" for any present or future collaboration.

Please complete each part of this form in the most accurate way by filling the cells (at least the ones indicated as compulsory with a *) and select the most appropriate value in the ones with multiple choice.

QUESTIONNAIRE COMPLETED BY:

Date (dd/mm/yyyy):

*

Name and Last Name:

*

Phone Number:

*

Position in the Company:

*

Fax:

E-mail:

*

1. COMPANY INFORMATION

Company Name:

*

Company Address:

*

Country:

*

Date of Establishment (dd/mm/yyyy):

*

Tax Registration Code:

*

Company Registration Number:

*

Business Licence:

DUNS (Data Universal Numbering System) Number:

Additional Information:

Phone Number:

*

Fax:

E-mail:

*

Website:

Other (specify):

Main Plant Address (if different from Company Address):

Phone Number:

Fax Number:

E-mail:

Company Status (Limited / Private Limited / Public Limited / Govt. / Other):

*

If private, who are the:

Owner:

Main Shareholder(s):

Parent Company (if belonging to an industrial group):

*

Company Contacts:

Legal Representative:

Name:

*

E-mail:

Phone Number:

Quality Manager:

Name:

E-mail:

Phone Number:

Sales Manager:

Name:

*

E-mail:

*

Phone Number:

*

Shipping Manager:

Name:

E-mail:

Phone Number:

Contact for Request for Quotation
or Information:

Name:

*

E-mail:

*

Phone Number:

*

Type of Business (main activity), select the most appropriate item:

*

Other (specify):

Company's Main Activities: Products, Services Provided

Select up to 3 of the products or services that most represent your core business

1 *

2

3

Describe your company's main activities/supplies:

*

Last year's number of equivalent full time employees (*), choose the closest number in the list:

Accounting:	R&D / Engineering:	Production:	Purchasing:
	*	*	
Quality:	Sales:	Other:	Total:
*	*		*

(*) For example, a part time employee who works half day counts for 0.5

2. FACILITY DATA, CHOOSE THE CLOSEST NUMBER IN THE LIST:

Facility Dimensions (square metres):

Office Area:	Assembly Area:	Production Area:	Warehouse Area:
	m ² *	m ² *	m ² *
			Total Area:
			* m ²

3. ECONOMIC INFORMATION:

Nominal Capital:	Specify Currency:
*	*

Sales (last three years):

	Specify Currency: *	
Year:	Total Sales:	% for Export:
*	*	
*	*	
*	*	

Do you hold the necessary government authorisation to export your goods outside your country?

4. MAIN CUSTOMERS IN THE LAST 5 YEARS

Customers' Names, Addresses, Contacts and Phone Numbers:

*

*

*

5. PRODUCTION AND TESTING CAPABILITIES:

Possible answers: YES = if available inside the Company - NO = if not

Additional Information:

Workshop (*): *

Assembly Facilities: *

Dimensional Inspection Facilities (**): *

Functional Test Facilities (**): *

(*) If your answer is yes, please follow the indications at paragraph 6

(**) If your answer is yes, please follow the indications at paragraph 7

6. PRODUCTION MEANS AND EQUIPMENT

Foundries should also complete paragraph 14



At the moment of your uploading this form on the WAMGROUP Supplier Portal, please follow the instructions provided in the "Submit Your Data" page and also upload a pdf file with a detailed list of your Company's production means and equipment (for example: machine/equipment type, brand, picture, year of installation, max. size of work, accuracy, etc.).

7. TESTING EQUIPMENT AND MEANS:



Please follow the instructions provided in the "Submit Your Data" page and also upload a pdf file with a detailed list of your Company's testing means and equipment (for example: machine/equipment type, brand, picture, year of installation, technical characteristics, etc.).

8. HEAT TREATMENTS:

Additional Information:

Hardening:

Case Hardening:

Nitriding:

Carburization/Tempering:

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

9. FINISHING TREATMENTS:

Additional Information:

Satinizing:

Sandblasting:

Shot Peening:

Pickling:

Electropolishing:

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

10. PROTECTIVE TREATMENTS:

Additional Information:

Cataphoresis:

Cold Galvanizing:

Hot Galvanizing:

Chromium Plat. (Thickening)

Chromium Plat. (Decorative)

Nickel Plating:

Passivation:

Tropicalization:

Polishing:

Powder Coating:

Liquid Painting:

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

11. WELDING TECHNOLOGIES

Additional Information:

Mig Welding:

Tig Welding:

Submerged Arc Welding:

Electric Welding:

Brazing:

Anti-Wear Additions:

Other (Specify under
Additional Information):

12. NON DESTRUCTIVE TESTS:

Additional Information:

Penetrating Inspection:

Magnetic Inspection:

Radiographic Inspection:

Ultrasonic Inspection:

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

13. LABORATORIES FOR TESTING:

Additional Information:

Chemical Analysis:

Micrographic Inspection:

Tensile Test Machine:

Hardness Testers:

Other (Specify under
Additional Information):

Other (Specify under
Additional Information):

14. FOUNDRY CAPACITIES:

* Current production capacity: _____ tons/year

* Type of castings carried out and % (Grey castings, Spheroidal cast, Ni-Hard and relevant norms):

Furnaces (number and type of furnaces, electrical or gas furnaces, etc.):

Moulding boxes preparation capacity (automatic or manual, number of boxes per hour, etc.):

Foundry lines (automatic or manual, sizes of moulding boxes for each single line):

Castings features (dimensions, max./min. size, weight, type):

Pattern realisation capacity (both internal and external, number of workers):

15. RISKS FOR PRODUCTION ACTIVITIES:

Are there any open issues regarding authorisations still to be provided by local Public Agencies? If yes, indicate them.

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Is there a plan for managing Environmental Performances?

Are there any possible issues relevant to the environment which might cause a total or partial stoppage of the operations or production activities? If yes, indicate them.

*

Are there any possible hydrogeological risks in the operations area that might cause a stoppage of the supplies to Customers (for example: flooding, landslide, earthquake)? If yes, indicate them.

*

16. ANY ADDITIONAL COMMENTS OF YOURS:

SECTION 1: MANAGEMENT RESPONSIBILITY

*	
Ranking	Expectations
A	fully met
B	almost fully met (improvement possible)
C	sufficiently met (improvement desirable)
D	largely not met (improvement necessary)
E	not met

If not applicable rate the question N/A and add an explanation in the comment field

Questions *Ranking Comments

The Supplier's Quality Management System has been certified by a third party (**please list in the "Comments" cell the reference standards, certifying bodies and registry numbers, and attach copies of certificates**).

Quality goals and responsibilities are clearly stated, widely communicated, measured and understood throughout the company.

Management has invested in appropriate resources in order to reach and maintain a very good Quality level in company processes and products (Advanced Quality Planning, Corrective Action, Continuous Improvement, Training, Gauging, 5S, Lean, 6 Sigma, Preventative Maintenance, etc.).

The Supplier is willing to openly show to Customer his offer cost details and discuss with him the cost calculation for offered parts, tooling and packaging.

The Supplier's employees, who operate in the main departments that are in contact with the Customer (Sales, Design, Quality), are able to fluently communicate in English.

The Supplier has an insurance for tools and equipment held at his facilities that are the Customer's property.

The Supplier holds the necessary export licences to deliver products outside his Country.

SECTION 2: QUALITY SYSTEM

Prototype and Product Quality Control Plans are in use. Reference Samples are used in support of the Control Plan during production. The Control Plan has a well defined reaction Plan.

The Quality Plans include identification of control mechanisms, processes, equipment, fixtures, resources and skills, etc.

The Quality System includes updated documentation such as work instructions, inspection specifications and testing techniques.

The Supplier has a system in place to approve and maintain his vendors' performance under control.

The Supplier has a system in place to control the incoming materials.

*	
Ranking	Expectations
A	fully met
B	almost fully met (improvement possible)
C	sufficiently met (improvement desirable)
D	largely not met (improvement necessary)
E	not met

If not applicable rate the question N/A and add an explanation in the comment field

Questions

*Ranking

Comments

Quality records are kept under control and are adequate to verify compliance to specifications, conformity with operating procedures, and to provide problem-solving evidence.

SECTION 3: PURCHASING

The Supplier has drawn up an approval procedure for his vendors.

A formal Vendor Rating / Vendor Assessment System / Program exists for Raw Material and Critical Component vendors.

The Supplier has drawn up a procedure for continuous monitoring his vendors' performance.

Non-conformities are pointed out to the Supplier's vendors and are documented for them.

The Supplier requires from his vendors raw material certification for all the supplies and controls it.

A procedure for checking purchased materials and/or components has been drawn up.

Quality check is carried out at the acceptance/incoming materials department in accordance to a clearly defined procedure.

The results of the acceptance check are recorded and available for examination.

SECTION 4: PROCESS CONTROL

A detailed Process Control Plan exists including well-identified process parameters, process inspection and testing control steps, reaction plans and critical parameters.

Process setup and Control parameters are documented and monitored during the production run.

The results of the process checks are recorded and available for examination.

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Ranking	Expectations
A	fully met
B	almost fully met (improvement possible)
C	sufficiently met (improvement desirable)
D	largely not met (improvement necessary)
E	not met

If not applicable rate the question N/A and add an explanation in the comment field

Questions *Ranking Comments

Critical tooling (dies, moulds, fixtures, etc.) are verified prior to use and maintained appropriately.

Calibrated gauging demonstrating an appropriate Precision to Tolerance (P/T) are used to control the process and verify product conformity throughout the processes.

The Supplier maintains a list of Customers' assets (e.g. jigs, fixtures, tooling or special gauges and equipments) and periodically provides his Customers with "fit to use" certificates.

Incoming, in-process and finished products are adequately identified and segregated.

If required by the Customer, the Supplier is able to guarantee traceability of his products (in terms of materials which have been used for production and the equipment utilized with relevant maintenance and calibration records).

Product Identification is adequate to clearly identify the product in the event of defective material found in the facilities.

SECTION 5: CONTROL OF TEST EQUIPMENT

There is a procedure to manage and accept the measuring tools.

There is a register of measuring tools that records their state of calibration/gauging. The tools are identified through a serial number.

Quality measurement and control equipment, including tools and fixtures that are used for inspection, are sufficient to assure compliance with the requirements listed in the product quality plan.

Calibration and preventative maintenance are documented and implemented in regular intervals.

There is a defined expiration date for the calibration ** of the tools.

Ungauged/uncalibrated tools are properly isolated and identified.

*

Ranking	Expectations
A	fully met
B	almost fully met (improvement possible)
C	sufficiently met (improvement desirable)
D	largely not met (improvement necessary)
E	not met

If not applicable rate the question N/A and add an explanation in the comment field

Questions *Ranking Comments

There is a suitable space dedicated to metrology, separate from the shop.

SECTION 6: CHECKS OF INCOMING MATERIALS, FINISHED PRODUCT AND CONTROL OF NONCONFORMING PRODUCT

A procedure for checking the finished products has been drawn up.

A quality plan has been drawn up for the finished products.
(provide an example in terms of frequency of the checks, type of sampling, type of check)

Suspected non-conforming products are adequately identified to prevent further use, to be moved out from the normal process flow, possibly with the relevant records.

Non-conforming products are subjected to be reviewed by qualified, designated persons prior to possible introduction back into the normal production process.

Formal Customer approval is required for using non-conforming products.

A documented procedure exists that defines identification, segregation and disposal of non-conforming products.

Adequate steps are taken to prevent recurrence of non-conformity.

An efficient process that identifies non-conformity is in place and widely implemented. The process allows recognizing whether the issue is due to a "consolidated" problem (and consequently a recurrent one) or due to a "random/accidental" problem (which probably will not occur again).

SECTION 7: CONTAINMENT, CORRECTIVE AND PREVENTIVE ACTIONS

The Supplier has drawn up a procedure for managing Customer claims.

There is a systematic and documentable "feedback" for managers regarding Customer claims.

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Ranking	Expectations
A	fully met
B	almost fully met (improvement possible)
C	sufficiently met (improvement desirable)
D	largely not met (improvement necessary)
E	not met

If not applicable rate the question N/A and add an explanation in the comment field

Questions *Ranking Comments

A formal corrective and preventive action system exists to assure efficient closure and follow-up of both Customers' and internal problems and claims.

An adequate containment action process exists while the corrective and preventative action is determined.

Origin cause analysis and control plan updating is an integral part of the Supplier's corrective action. The analysis is appropriately documented.

Efficient verification control is in place to verify the origin cause(s).
When preventive measures are implemented, the effect is verified and monitored to ensure that the desired goals are being fulfilled.

SECTION 8: DOCUMENT CONTROL

A documented procedure exists to define requirements for creation and revision of control documents.

Manufacturing process and specification documents are under revision control.

A Document Change procedure that ensures that the key users of documents are being informed of changes is defined and implemented.

Revision history (reasons for change) is maintained for controlled documents.

The document control system ensures that the most current revision of Customer specifications (drawings, tables, technical requirements), procedures and work instructions are available at, or reasonably near to, the point of use.

SECTION 9: LOGISTICS

The Supplier has described procedures for product handling, storage and packaging.

Work In Progress (WIP) product is adequately identified as to its status, readable and durably labelled and stored appropriately.
Please provide a short description of the operating method in the comments.

Ranking	Expectations
A	fully met
B	almost fully met (improvement possible)
C	sufficiently met (improvement desirable)
D	largely not met (improvement necessary)
E	not met

If not applicable rate the question N/A and add an explanation in the comment field

Ranking	The final packaging
A	is dedicated to the specific product / Client
B	is a standard adopted by the company
C	varies depending on material availability during packaging

If not applicable rate the question N/A and add an explanation in the comment field.

Questions *Ranking Comments

Final packaging is adequately labelled to ensure identification and segregation by warehouses personnel and by incoming inspection at the Customer's premises. **

In case of supply of raw materials (i.e. metal sheets, pipes, drawn bars and rolled products), the final packaging: **

- is carried out according to the specifications provided by the Customer
- or
- is a standard adopted by the company
- or
- varies depending on material availability at the time of packaging

In case of supply of other goods, final packaging: **

- is dedicated to the specific product / Customer (or even carried out according to the specifications provided by the Customer)
- or
- is a standard adopted by the company
- or
- varies depending on material availability at the time of packaging

Barcode labelling is available.

The Supplier's entire supply chain process (sales, planning, procurement, inventory control, manufacturing) is drawn up to guarantee the agreed lead time and on-time delivery are respected.

Metrics are in place to measure on-time delivery. A process is in place to communicate to the Customer, in advance, when there is the possibility of missing a delivery. A contingency plan is part of the procedure in case Supplier misses the shipping date.

SECTION 10: PRODUCTION

The Supplier normally confirms purchase orders received from Customers.
In the Comments cell please describe the way in which the order is analysed, internally transmitted and managed, in order to guarantee that it will be processed within the established time in order to meet the requested delivery date.

The Supplier has drawn up a procedure for maintenance of production machines and established relevant schedules.

The Supplier has formalised instructions for the production process (work cycles, process parameters, ...) and has made them available at the workplace.

The tools necessary to control the specific work-in-progress phases are present at the relevant workplaces.

The workplaces are adequate in terms of cleanliness, tidiness, brightness and healthiness.
Describe them in your comments.

SECTION 11: OPERATIONAL EXCELLENCE

*	
Ranking	Expectations
A	fully met
B	almost fully met (improvement possible)
C	sufficiently met (improvement desirable)
D	largely not met (improvement necessary)
E	not met

If not applicable rate the question N/A and add an explanation in the comment field

Questions *Ranking Comments

Product quality specifications / Range samples / Work instructions and process set-up requirements are visible in work areas.

Visual Identification of materials (Raw, WIP and Finished) is used to identify inventory, tools, processes, flow, etc.

Value Analysis (VA) methods are used to identify suitable cost-saving material or design alternatives.

Problem tools are used to solve problems - Define, Measure, Analyse, Improve and Control (DMAIC) Six Sigma / Fish Bone / Design Failure Mode Effect Analysis (DFMEA or FMEA) / Plan-Do-Check-Act (PDCA) or any other Systemic Problem Solving Methodology (s) is practiced.