



## SUBCONTRACTOR QUALITY SURVEY

SUBCONTRACTOR NAME :

\_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_

Report No.: \_\_\_\_\_

Form No. Nav-0005 A

### SUBCONTRACTOR SURVEY

#### I. Scope and Purpose

This "Subcontractor Quality Survey" is applicable to the subcontractor or vendor for requesting to complete the quality system operation survey, to rank a potential or existing subcontractor's ability and quality assurance capability, as well as to provide the indicated plan and documents to appropriate the international ISO9000 organisation and requirement. It is intended to provide a understanding of the subcontractor, vendor and subcontractor's quality assurance performance, as well as to be used by Navitas in the selection and qualification of potential subcontractor to provide the best quality products and materials to Navitas.

#### II. Assessment Rating System

All points assignment are based on the following written commentary and guideline to justify the rating.

These rating would be used in subcontractors, vendors and subcontractors as assessments tools, together with an independent auditor (Navitas representatives). Subcontractor's action plan is required for any score less than 3 points.

Points	Commentary & Guideline Description
N/A	This requirement is not applicable to the organisation. It is typically be used to evaluate a new subcontractor that does not have Quality System Management and operation in place to meet the specific requirements or system.
0	The subcontractor does not possess the required Quality System Management, control plan and documentation operation procedure, no equivalent documentation exists, and there is no evidence that the subcontractors meets the requirement.
1	The subcontractor has the required Quality System Management, control plan and documentation operation procedure, or equivalent documentation exists. However, there is no evidence that it is implemented and carried out by the subcontractors.
2	The subcontractor has the relative required Quality System Management, control plan and documentation operation procedure, or equivalent documentation exists. There is evidence that it is implemented and performed by the subcontractors and sometimes meet the requirement, and the procedure are inconsistently and ineffectively implemented.
3	The subcontractors has the relative required Quality System Management, control plan and documentation operation procedure, or equivalent documentation exists. There is evidence that it is implemented and performed by the subcontractor and sometimes meet the requirement, and the procedure are usually consistently and effectively implemented.
4	The subcontractor has the relative required Quality System Management, control plan and documentation operation procedure, or equivalent documentation exists. There is evidence that it is implemented and performed by the subcontractor and meet the requirement, and the procedure are fully, consistently and effectively implemented and achieved a majority of the time.
5	The subcontractor has the relative required Quality System Management, control plan and documentation operation procedure, or equivalent documentation exists. There is evidence that it is implemented and performed by the subcontractor and meet the requirement, and the procedure are fully, consistently and effectively implemented and achieved all the time. Furthermore, the subcontractor's process operation is world class, totally achieve international standard and there is no evidence of any non-conformance.

- Remark: N/A = Not Applicable

### SUBCONTRACTOR SURVEY

Company Name :										
Tel:										
Fax:										
Address:										
Website Address:										
Type of business:										
Prepared by:		Date:								
Contact Persons:	Title:	E-mail Address:								
1										
2										
3										
4										
5										
6										
7										
8										
Observations / Recommendations :										
<b>SUBCONTRACTOR QUALITY RATING :</b> Rating : <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 60%;">&gt; 90% = Excellent</td> <td><input type="checkbox"/> Advanced</td> </tr> <tr> <td>80 - 90 = Good</td> <td><input type="checkbox"/> Qualified</td> </tr> <tr> <td>50 - 79 = Satisfactory</td> <td><input type="checkbox"/> Conditionally qualified</td> </tr> <tr> <td>&lt; 50% = Unsatisfactory</td> <td><input type="checkbox"/> Disqualified</td> </tr> </table>			> 90% = Excellent	<input type="checkbox"/> Advanced	80 - 90 = Good	<input type="checkbox"/> Qualified	50 - 79 = Satisfactory	<input type="checkbox"/> Conditionally qualified	< 50% = Unsatisfactory	<input type="checkbox"/> Disqualified
> 90% = Excellent	<input type="checkbox"/> Advanced									
80 - 90 = Good	<input type="checkbox"/> Qualified									
50 - 79 = Satisfactory	<input type="checkbox"/> Conditionally qualified									
< 50% = Unsatisfactory	<input type="checkbox"/> Disqualified									
Total Audit Actual Points : _____										
Percentage Rating : _____										
Auditor/Name signature : _____										
QA/Name signature : _____										
Purchasing/Name signature : _____										

### SUBCONTRACTOR SURVEY

#### SUMMARY RATING

Item	Sections	Min. Acc. Points	Max Possible Points	Audit Points
A	Quality Control Organization	37.5	75	
B	Incoming Inspection	30	60	
C	In-process Control	35	70	
D	Outgoing Quality Assurance (Final Test / Inspection)	20	40	
E	Packing / Shipping	15	30	
F	Non - Conformance Material	22.5	45	
G	Communication / Documentation Control & Work Movement	20	40	
H	Equipment Control	12.5	25	
I	Life Testing and Reliability	12.5	25	
J	Production Management	17.5	35	
K	Procurement Management & Material Control	17.5	35	
L	RoHS Compliance	15	30	
<b>Overall Totals:</b>		<b>255</b>	<b>510</b>	

Vendor / Subcontractor Quality Rating

Total Audit Actual Points :

Maximum Possible Total Points (MPTP):

Percentage Rating :