CQIA-19

Readiness Checklist for Subtier Supplier Management Process

1st Edition

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AIAG

Supplier Management Process (CQI-19) Readiness Checklist

AIAG has developed this checklist as a management tool to help determine their organization's readiness for compliance with the AIAG Subtier Supplier Management Process (CQI-19). There is no specified number of correct responses required. Rather, the negative responses to questions indicate where the organization has a gap in compliance that should be addressed.

☐ Is your organization compliant with ISO 9001:2008?

- Third party certification preferred

☐ Has your organization implemented the AIAG *Advanced Product Quality Planning with Control Plan Reference Manual* (APQP) manual?

☐ Has your organization implemented the AIAG *Measurement Systems Analysis* (MSA) Reference Manual?

☐ Has your organization implemented the AIAG *Production Part Approval Process* (PPAP) Manual?

☐ Has your organization implemented the AIAG *Potential Failure Mode and Effects Analysis* Reference Manual?

☐ Has your organization determined and documented all Special[1] and Pass Through Characteristics[2] (PTCs)?

☐ Does your organization ensure that these characteristics are included in the Control Plan?

[1] A product (e.g. component, sub-assembly, assembly) characteristic or manufacturing process parameter that can affect safety or compliance with regulations, fit, function, performance, or subsequent processing of product

[2] Are part characteristics which are not controlled or functionally tested anywhere downstream in the supply chain and would have a significant impact on customer satisfaction and/or warranty. PTCs are ultimately supplied to an OEM customer (i.e. it will "pass through").

- ☐ Has your organization implemented appropriate actions to prevent nonconformities on characteristics listed on the Control Plan?
- ☐ Has your organization made the quality function an integral part of your sourcing selection process?
- ☐ Does your organization ensure that supplier financial stability is reviewed before source selection?
- ☐ Does your organization ensure that any commercial laboratories used are accredited?
- ☐ Does your organization verify supplier capacity and operating plans before full production approval?
- ☐ Has your organization implemented supplier metrics that include delivery and PPM or an index that includes rejected and/or returned material?
- ☐ Is your organization compliant with AIAG Special Process requirements as applicable, e.g. heat treat (CQI-9)?
- ☐ Has your organization defined the part/program requirements prior to supplier selection? See CQI-19.
- ☐ Does your organization maintain appropriate and current information on suppliers and potential suppliers? See CQI-19.
- ☐ Does your organization maintain a “bid list” for suppliers considering appropriate information? See CQI-19.
- ☐ Does your organization conduct an on-site assessment of one or more potential suppliers before selecting a source?

- If so, does the assessment include appropriate content? See CQI-19.

☐ Before selecting a supplier, does your organization gather the minimum expected information for a technical review by a cross functional team to determine supplier capability? See CQI-19.

☐ Does your organization select suppliers on more criteria than just piece price?

☐ Does your organization ensure that provisions for supplier prevention/detection are adequate for PTCs during APQP?

☐ Does your organization plan and validate the measurement system, e.g., the people, devices, methods and applicable procedures?

☐ Does your organization conduct a cross-functional on-site readiness review with appropriate content for high-risk parts or suppliers before verifying formal capacity? See CQI-19.

☐ Does your organization complete all applicable PPAP elements for new or revised products and production processes regardless of level of submission requested by the customer?

☐ Does your organization prepare appropriate pre-launch and production versions of Control Plans prior to launch?

☐ Does your organization require PPAP of your suppliers for products you supply to customers who require PPAP?

☐ Does your organization verify that your suppliers can meet quality requirements at the quoted capacity prior to launch?

- ☐ Does your capacity verification of your suppliers consider their total plant capacity for all customers?
- ☐ Does your organization have work instructions at the work stations for all value-added work that could affect quality?
- ☐ Has your organization clearly communicated to suppliers that no product or production process changes should be made after PPAP without customer approval where required?
- ☐ Does your organization monitor supplier performance through the use of appropriate key performance indicators? See CQI-19.
- ☐ Does your organization meet with suppliers on a regular basis, annually or more often as needed, to review supplier performance and help develop continual improvement plans?
- ☐ Where a quality problem has impacted your organization or its customer, does your organization require the supplier to complete a formal problem solving process with root cause analysis and corrective action? See CQI-20.
- ☐ Does your organization develop an annual audit plan for conducting ongoing supplier audits at an appropriate frequency considering applicable supplier risk factors? See CQI-19.
- ☐ Has your organization specified the criteria for which suppliers need to be developed?
- ☐ Has your leadership assigned adequate and appropriate resources to supplier management/development?

☐ Does your organization work with suppliers to develop and implement a collaborative improvement plan that addresses "systemic" root cause(s) of problems? See CQI-20.

☐ Does your organization develop action plans to address the highest risk and worst performing suppliers?

☐ Does your organization engage any third-party certification bodies for the purpose of properly identifying and reporting systemic issues causing chronic performance problems arising from the supplier's certified facilities and systems?

☐ Does your organization use CQI-19 Appendix E as the minimum content for supplier risk assessments?

☐ Does your organization use CQI-19 Appendix F as the minimum content for supplier quality system assessments?

☐ Does your organization use AIAG *Global Materials Management Operations Guideline/Logistics Evaluation* (MMOG-LE) for the logistics function?

☐ Does your organization use AIAG *Key Acronyms* and *Key Terms*? (See AIAG A-1, A-2)