Supplier Readiness Checksheet

JTEKT

Supplier:		Part Name(s):	
Location:			
Program:		Part Number(s):	
EAU ± 15%:			
Date:		Completed by:	
		Approved by:	

PO Number	Qty	Due	Build Qty

SPTT JTEKT Team	
Name	Signature/Date

Evidence Required

O = No Δ's or X's
Δ = Some Δ's and No X's
X = Any X's

Judgment (O,Δ,X)
O = Good, Meets Expectation (Shift + O)
Δ = Needs Improvement (Shift + D)
X = No Good, Not Complete (Shift + C)

Evaluation Items	Visit Dates						Follow-Up/Comments	Who	When	Comp
(Target 4 Visits) Overall Rating:										
	SPTT 1	SPTT2	SPTT3	SPTT4						
	APQP1	Trial	PPAP	HVPT	PRR	SOP				
I. Project Planning Overall:										
1. Acceptance of PO / LOI Requirements										
2. Feasibility Study Completed (AIAG Standard)										
3. JTEKT Capacity Study										
4. Design Review - All Issues Resolved										
5. Supplier Org Chart w/ All Departments & Personnel										
6. Production Preparation Plan (Procurement schedule - facility, die, jigs, etc.										
II. Process Planning Overall:										
1. Plant Layout w/ Production Flow Lines Shown										
2. List of Plant Modifications w/ Layout										
3. Equipment Designs / Modifications complete										
4. Equipment Capacity / Cycle Time confirmed (location?)										
5. Tooling Designs / Modifications complete										
6. Tooling Capacity / Cycle Time confirmed (location?)										
7. Tooling & Machine Validation Tests complete (IT)										
8. Packaging design & logistics completed and Request submitted							FSQM-006			
9. Packaging Approval Agreement & Packaging Ordered										
III. Process Control / Measurement Systems Overall:										
1. Process Flow Diagram complete										
2. PFMEA complete w/Action on Top 5 issues										
3. Control Plan Complete w/ Control Characteristics shown										
4. QA Map & Part Flow Diagram (show entire supply chain)										
5. All Pokeyokes & SPC requirements identified (list)										
6. Required Measurement Equipment in place										
7. Required Gages Designed, Fabricated, & in place										
8. Visual Control Board in place for Process (Andon Board)										
9. Downtime & Corrective Action Tracking in place										
10. Efficiency & Scrap Tracking in place										
11. Machine & Process Checklists in place										
12. Operator Work Instructions complete and visual										
13. PM Schedule determined and in place (w/spare parts)										
IV. Hiring & Training Overall:										
1. Hiring Plan established and complete										
2. Are operators and inspectors adequately trained										
3. Training Matrix complete & illustrated										
V. Sub-Supplier Management Overall:										
1. Sub-Supplier Chain established w/ PO's in place										
2. Sub-Supplier Production Preparation Plan(s)										
2. Sub-Supplier Facilities, Equipment, & Tooling in place										
3. All Sub-Supplier issues resolved (design, QC, Cost, etc.)										
4. Capacity & Cycle Times (if applicable) verified										
5. Packaging & Logistics confirmed										
6. Sub-Supplier PPAP's verified & PSW's signed										
7. Release for raw materials to all sub-suppliers										
VI. Capacity Overall:										
1. Available Line Time determined (list in comments)										
2. Number of Shifts determined (list in comments)										
3. Cycle Time Target determined										
4. Uptime Target determined (> 85%)										
5. Scrap % target established (< 1%)										
6. Change-Over Target Time established										
7. Trial Results: Target	APQP1	Trial	PPAP	HVPT	PRR	SOP	*Post trial results (including lessons learned) for each trial.			
Cycle Time										
See attached worksheet for process trial studies (i.e. - run @ rate, HVPT, etc.) Uptime % >85%										
Defect % <1%										
Good Parts / Hour										
Judgment										
VII. Quality Control Readiness Overall:										
Quality Assurance Schedule										
1. Supplier Performance Testing Complete (Report), if required										
2. PPAP completed and submitted to JTEKT (TT)										
3. PPAP approved by JTEKT										
4. Critical Processes identified / verified (QCMS)										
5. All Check Fixtures in place with Standardized Work Ins.										
6. All Pokeyokes in place with Master Check										
7. NCR Procedure in place										
8. Standard Defect Investigation Method in place (type?)										
9. Receiving Inspection Standards verified										
10. In-Process Inspection Standards verified										
11. Final Inspection Standards verified										
12. Boundary Samples confirmed										
13. Early Stage Production Control Plan in place w/ Ins. Stds.										
14. Customer Quality Targets determined										
15. Sub-Supplier Quality Targets determined										
16. Rework Targets determined										
17. SOP Timing Verified										
VIII. Part Control Readiness Overall:										
1. Lot Control for all Raw Materials / Components										
2. Lot Control traceable from Finished Goods to Raw Material										
3. Set-Up & Scrap Containers & Location Identified										
4. Rework / Sort Containers & Location Identified										
5. Rework / Sort Procedure in place										
6. Handling Damage Prevention in place										
7. Mixed Part Potential evaluated										
8. Mixed Part Prevention (Pokeyokes) evident in process flow										