

# ABT CHINA (SSPA&SBLV)

## 施耐德电气

供应商体系能力评审调查表  
Questionnaire For Evaluation Of Supplier  
Quality System Competence

CIPS 采购认证培训  
微信公众号 cips-cn

Supplier: 供应商:	Reason For: 审核原因:
Address: 地址:	New supplier 新供应商 <input type="checkbox"/>
Tel.-No.: 电话:	Repeat audit 重新审核 <input type="checkbox"/>
Fax-No.: 传真:	Quality review, previous 12 months 年度复审 <input checked="" type="checkbox"/>

**Evaluation resulted in rating as follows: 评估结果:**

**A fully competent**       **B limited competent**       **C not competent**  
 完全有能力                                      能力有限                                      没能力或不能使用  
**supplier can't be used**

Overall evaluation is based on a summary of items 3-11. 所有的评估是基于 3-11 项的总结。

**Non-conformity description / Summary: 不符合项描述或总结:**

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**Questionnaire completed by: 谁完成了此调查表:**

	Name 姓名	Department 部门	Signature 签名	Date 日期
ABT(SBLV&SSPA)		质量部		
Supplier				

1. **General information about the company and production expertise 公司和专业生产的一般信息**

1.1 **Company management: 公司管理:**

Technical:  
技术:

Dept:  
部门:      Tel.:  
电话:

Commercial:  
商务:

Dept:  
部门:      Tel.:  
电话:

**Responsible for: 责任人:**

Production:  
生产:

Dept:  
部门: 副总经理      Tel.:  
电话:

Sales/Distribution/Marketing:  
销售或市场:

Dept:  
部门: 副总经理      Tel.:  
电话:

Quality assurance:  
质量:

Dept:  
部门: 副总经理      Tel.:  
电话:

Contact persons: 联系人:

Development: 开发:

Dept:

Tel.:

部门:

电话:

Sales/Distribution/Marketing:

Dept:

Tel.:

销售或市场:

部门:

电话:

Quality assurance: 质量:

Dept:

Tel.:

部门:

电话:

1.2 Size of company: 公司的规模:

No. of employees: 雇员人数:

Production persons: 生产人数:

Quality persons: 质量人员:

Development/Tool design person: 开发或设计人员:

Turnover/profit last financial year:

上一年的营业额或利润:

Which market segments are supplied (e.g. automobile industry, armaments industry)

提供哪类市场的产品(例如: 汽车工业, 军事工业):

1.3 Are there further manufacturing locations (address, size and production capability)?

是否有规划中的未来的生产场所(地址, 规模和生产能力)?

## 2. General questions on company operations

一般的公司运作问题

2.1 For which processes / products is the company particularly qualified? 哪些工艺或产品特别适合你公司?

2.2 Does the company do internal development work or has this service been offered to ABT?

公司是否有内部开发工作以及是否将这一服务提供给 ABT?

2.3 Does the company have its own tool shop (brief description)? 公司是否有自己的模具制造车间(简单描述)?

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**2.4 Operation materials and equipment measuring room / material testing laboratory /reliability testing laboratory (list of suppliers can be included as annex).**

生产物料和仪器检测室/材料试验室/可靠性试验室 (将制造商的名称放在附录中)。

No. 序号	Operation materials/equipment (manufacturer) 生产物料/设备 (制造商)	Type 类型	Year of construction 已使用年限

**2.5 Are comparable parts currently supplied of other customer, references?**

当前是否有其他顾客的产品可作比较或参考?

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**2.6 Are any processes carried out externally? 有外协加工吗?**

Subcontractor Name		Address	Process	ISO Certificate	Other proof of quality capability
分包商 名称		地址	加工过程	ISO 体系证书	其他质量能力证明

**2.7 Personnel in quality management? 质量管理人员?**

Q-Engineers: 质量工程师:

Q-Technicians: 质量技术员:

Q-Foremen: 领班:

Q-Inspectors: 检验员:

QM Auditors: 内审员:

**Evaluation scheme for sections 3.0 to 11.0 3.0-11.0 评估方案**

- |   |   |
|---|---|
| 8 | Full compliance and application 完全符合和应用           |
| 6 | Limited compliance and application 有限符合和应用        |
| 4 | Limited compliance, partial application 有限符合和部分应用 |

- 2** Considerable shortcomings; not effectively applied 较大的缺陷，没有有效地应用
- 0** No compliance, no application 完全不符合和没有应用
- n** Not applicable 不适用

Overall evaluation (A, B, C supplier) is calculated on the basis of the summary of the individual sections 3.0-11.0(arithmetic mean).

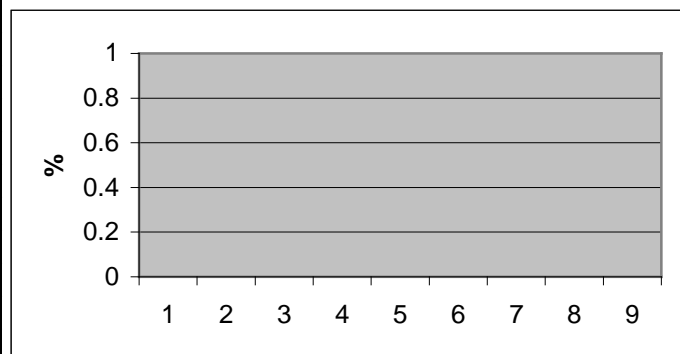
所有的评估(A, B, C 供应商)是基于对 3—11 每一单独部分的评分概括(算术平均), 计算方法如下:

$$\text{Overall evaluation} = \frac{\sum_{i=3}^{11} \text{Sum of point awarded (i)}}{\text{Sum of maximum point (i)}} / k * 100\%$$

i= section

k= number of evaluation sections

Evaluation Section (K)	Max. point	Awarded point	Rate
3.Company/Operational Org.	32		0
4.Information flow	24		0
5.training	16		0
6.Purchasing	40		0
7.Production process	56		0
8.Supplied product	80		0
9.Monitoring of measuring equ.	24		0
10.Technical equipment	32		0
11.Documentation	16		0
<b>Overall evaluation in %</b>	320	0	0



**Rating classes based on overall evaluation: 等级评定标准:**

- A-supplier => 80-100 %
- B-supplier => 60-79 %
- C-supplier => smaller than 60 %

### 3 Company / Operational Organization 公司 / 组织结构

**3.1** Is the QM system certified acc. to ISO 9001 by an independent body?  
是否通过 ISO9001 认证?

**8** **0**

**3.2** Is there a documented QM system, in a handbook and are the responsible employees familiar with it?  
是否存在文件化的质量体系, 质量手册, 相关人员是否熟悉?

**8** **6** **4** **2** **0**

**3.3** Is there an organizational plan (include as annex) that shows the integration of the quality management rep. officers into the->company-> departmental functions -> production facilities?

是否有一个组织计划能综合显示质量管理人员的职责与公司，部门，生产环节的关系？

8	6	4	2	0
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**3.4** Are internal system audits carried out and documented?

内审是否被执行和文件化？

8	6	4	2	0
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Maximun points:满分

32

Points awarded:判给分

#### 4 information flow 信息流

**4.1** Does a documented system exist for the control and distribution of technical changes; e.g. (drawings, first sample reports, test plans etc)? Does it also for supplied products and services?

是否存在文件化的体系用以控制技术变更和技术变更的分发（如：图纸，首件样品报告，试验计划等）？这一系统是否也用于所提供的产品和服务？

8	6	4	2	0
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**4.2** Is ABT provided with detailed information in advance before a process is changed? Is this procedure defined internally and for ABT?

过程改变前，是否事先向 ABT 提供详细的信息？有这个内部程序吗？

8	6	4	2	0
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**4.3** Is there a documentary procedure for processing customer complaints (Defect analysis, responsibilities, competence, corrective actions, compliance testing)?

是否有一个处理顾客投诉的程序化文件？(故障分析, 职责, 能力, 纠正性行动, 符合性测试)？

8	6	4	2	0
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Maximun points:满分

24

Points awarded:判给分

#### 5. Personnel training

人员培训

- 5.1** Are training programs ( e.g. in quality techniques ) carried out for personnel? Is the training program documented, and records available?

人员的培训计划实施了吗（如：质量技术培训）？培训计划是否文件化？培训记录是否存档？

8	6	4	2	0
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- 5.2** Are new employees or transferred employees provided with introductory information and training?  
对新雇员或调岗者是否提供公司介绍和上岗培训？

8	6	4	2	0
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Maximun points:满分 16  
Points awarded:判给分           

## 6. Purchasing 采购

- 6.1** Are specifications / drawings for purchased products on file?

对于被采购产品的技术说明 / 图纸是否存档？

8	6	4	2	0
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- 6.2** Is incoming inspection carried out and / or does the purchasing dept. demand a supplier test certificate?  
Are supplier audits carried out?

是否实施来料检验/采购部是否要求供应商提供检验证书？供应商审核是否被实施？

8	6	4	2	0
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- 6.3** Are the QM measures ( e.g. First sample releases, Inspection plans, Reliability test, Supplier evaluations) of subcontractors known and documented?

对分包商质量管理体系的评估是否被知晓和文件化？（如：首件确认，检验计划，可靠性试验，供应商评估）？

8	6	4	2	0
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- 6.4** Can the quality and process ability of the purchased products be proved / documented?

被采购产品的质量和加工能力被证明/文件化了吗？

8	6	4	2	0
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- 6.5** Does the supplier have a batch tractability system for purchased?

供应商对于所采购的部件是否建立了一个批次追踪系统？

8	6	4	2	0
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Maximum points: 满分 40

Points awarded: 判给分

**7. Production process 生产过程****7.1** What are the general impressions from the point of view of tidiness, cleanliness, lighting, material flow and production layout in company operations?

对工厂的一般印象是什么? 例如: 整齐, 清洁, 照明, 物流和生产布局。

8	6	4	2	0
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**7.2** Do inspection plans, working instructions, current process data sheets exist and are they made accessible to the relevant employees?

检验计划, 工作指导书, 当前的过程参数表存在吗? 相关人员是否能够得到这些文件?

8	6	4	2	0
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**7.3** Is there a system in place for the handling of deviations from technical specifications? Do work instructions and inspection plans specify the procedures to follow when tolerances or limits are exceeded?

是否有一个如何处理产品偏离技术要求的程序? 是否工作指导书和检验计划规定了, 当公差或极限超出图纸要求时的处理程序?

8	6	4	2	0
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**7.4** Are statistical methods (SPC) for critical product characteristics and process parameters utilized and monitored?

是否运用 SPC, 对关键产品特性和过程参数进行监控?

8	6	4	2	0
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**7.5** Do the results ( e.g. control charts) show that the processes are under statistical control (process capability)? Are process problems analyzed , corrected, followed up and documented?

控制表的结果是否能显示过程能力是在受控之中? 对于过程中的有分析, 纠正, 跟踪和文件化吗?

8	6	4	2	0
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**7.6** Are systematic methods of preventative fault management practiced?

是否有预防错误的管理系统?

8	6	4	2	0
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**7.7** Are production runs (new runs, repeat runs) subjected to a release procedure?

对于生产运行（开机，重新开机）是否有一个放行程序？

8	6	4	2	0
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Maximun points:满分 56

Points awarded:判给分

**8. Supply product**

提供产品

**8.1** Are technical documents such as current specification drawings, current factory standards of ABT on file and integrated into working documents?

技术文件如：当前有效的技术图纸，当前 ABT 的工厂标准是否存档和被完整的放入工作文件夹？

8	6	4	2	0
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**8.2** Product identification, storage location identification in the manufacturing area.

在制造区域，产品的标识和储存地点的标识。

8	6	4	2	0
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Products for test 试验产品:

Tested products 试验后的产品:

Defective parts 不良品:

Finished goods 成品:

Raw material 原材料:

**8.3** Is there set of written instructions concerning handling of goods in storage and how are they identified (e.g. First In-First Out, warehouse facilities, warehouse type-such as climate control)?

在仓库是否有一套指导书描述如何对物料进行储存和识别？

(如：先进一先出，仓库设施，仓库类型如：通风控制)？

8	6	4	2	0
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**8.4** How does supplier ensure that only good quality tested products are delivered and how are they identified?

供应商如何确保只有被测试合格的产品被交付和如何识别它们？

8	6	4	2	0
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- 8.5** How are final or random sample test carried out(method, type, scope, testing equipment, statistical evaluation methods, measures for correction and follow up)?  
最终的或随机的样品试验如何被执行?(方法, 形式, 范围, 试验统计分析方法, 纠正和跟踪的测量)
- 
- 8.6** Is the trace ability of the supplied product sufficiently assured back to, and including the component parts (delivered to raw materials)?  
被提供产品的可追溯性是否能被确保可追溯, 包括组件 (以及原材料)
- 
- 8.7** Is storage of reference samples (first sample, release samples, limited samples) regulated to a sufficient extent (time, duration)?  
参考样品的储存 (首件, 认可样品, 极限样品) 是否被控制在期限内 (时间, 期限)?
- 
- 8.8** How is the procedure for deviations from technical specification described and regulated-both internally and for ABT(limited sample, dimension deviations, etc.)?  
对于产品与技术图纸的偏差的处理, 程序是如何规定的? 包括对于内部的产品和 ABT 的产品(极限样品, 尺寸偏差等)?
- 
- 8.9** Are routine life tests / reliability tests(e.g. safety tests such as voltage test, certification stipulations, type test) carried out and evaluated using suitable methods?  
用适当的方法实施和评估常规寿命试验/可靠性试验吗? (如: 安全试验, 包括电压试验, 合同证明, 型式试验等)?
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- 8.10** Is the supplier familiar with the further processing steps at ABT?  
供应商是否熟悉下一步在 ABT 进行的工艺步骤?
- 
- 9. Measuring equipment monitoring**  
测量设备监控
- Maximun points:满分 80  
Points awarded:判给分

- 9.1** Is there a plan defining and documenting the frequency and type of measuring equipment monitoring practiced( e.g. measuring equipment monitoring program)?

测量设备监控的频率和形式是否定义和文件化（如：测量设备监控程序）

8	6	4	2	0
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- 9.2** Are all of the measuring equipment in use in proper condition and released for use (e.g. calibration sticker)?

使用中的测量仪器是否都在适当的条件下和有效的校准周期内  
(例如： 计量标签)？

8	6	4	2	0
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- 9.3** Are legal calibration institute certificates available for all calibration standards? Are they kept in good condition and properly stored?

用于证明所有校验标准的法定校准机构证书是否存在？它们是否存在良好的状态下并被适当地保存？

8	6	4	2	0
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Maximun points:满分 24

Points awarded:判给分

## 10. Technical equipment 技术设备

- 10.1** Is there a preventative maintenance program for all operation equipment (e.g. regulatory equipment, tool wear, tool cleaning)? Is maintenance work carried out and documented accordingly?

对于所有的运行设备是否有一个预防性维护程序（例如：设备调整，工具磨损，工具清洁）？维护工作是否被执行和文件记录？

8	6	4	2	0
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- 10.2** Are suitable testing, measuring and operating / equipment in use?

是否合适的试验，测量和操作/设备在使用？

8	6	4	2	0
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- 10.3** Are warehouse, transport shipping material / equipment appropriate for the parts being handled?

在仓库，用于零件的搬运的运输设备是否合适？

8	6	4	2	0
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- 10.4** Are special precautions such as hygienic measures, contamination?

是否有特殊的防范？如：卫生检查，污染。

8	6	4	2	0
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Maximun points:满分 32

Points awarded:判给分           

## 11. Documentation 文件

### 11.2 Are the following documents / records kept on file and for how long are stored?

下列文件/记录是否存档? 保存期限?

Available 是否存在	Paper 纸张文件	8	6	4	2	0	n	Period for safekeeping 保存期限
<input type="checkbox"/>	Management handbook 管理手册	<input type="checkbox"/>						years
<input type="checkbox"/>	Process / Organization description 工艺 / 组织描述	<input type="checkbox"/>						years
<input type="checkbox"/>	Process data 工艺数据	<input type="checkbox"/>						years
<input type="checkbox"/>	Working instructions 工作指导书	<input type="checkbox"/>						years
<input type="checkbox"/>	Inspection plans 检验计划	<input type="checkbox"/>						years
<input type="checkbox"/>	Product releases 产品确认	<input type="checkbox"/>						years
<input type="checkbox"/>	Test results 试验结果	<input type="checkbox"/>						years
<input type="checkbox"/>	Drawings, specifications 图纸, 规格	<input type="checkbox"/>						years
<input type="checkbox"/>	Maintenance schedules 维修计划	<input type="checkbox"/>						years
<input type="checkbox"/>	Control of inspection measurement and test equipment 检验测量和试验设备的控制	<input type="checkbox"/>						years
<input type="checkbox"/>	Parts lists 零件清单	<input type="checkbox"/>						years
<input type="checkbox"/>	Internal standards 内部标准	<input type="checkbox"/>						years
<input type="checkbox"/>	Legal regulations 法律规定	<input type="checkbox"/>						years
<input type="checkbox"/>	Test reports 试验报告	<input type="checkbox"/>						years

### 11.3 How are documents archived (including old revisions)?

文件是如何存档的 (包括旧版本)?

8	6	4	2	0	n
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Maximun points:满分 16

Points awarded:判给分

## 12. Environmental Management of suppliers

供应商的环境管理

## 12.1 Have you established an environmental management system

是否已建立了一个环境管理体系？

 yes  no

according to 按照

 ISO 14001  ISO 18000 Others \_\_\_\_\_

If validated or certified:

是否体系已生效或 已被授予证书：

Please enclose copy of valid certificate.

请附颁发证书复印件。

Not yet established but planned for:

## 12.2 Does your company dispose of all legally required environmental protection officer, such as for waste management, water protection, pollutants, dangerous goods?

你们公司是否适当处置所有法律要求的环境保护因素？如：废物管理，水保护，污染物质，危险品。

 Yes  No

If so, what kind?

如是，哪一种？

## 12.3 Have you installed in your company a management system which takes account of workers safety and health?

你们公司是否已建立有关工人的安全和健康的相应的管理体系？

 Yes  No

## 12.4 Who are the contact persons for occupational safety and environmental protection?

职业安全和环境保护联系人是谁？

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_