



# Supplier Scorecard Checklist

## Quality Performance

Assesses the supplier's ability to consistently meet quality standards and specifications. Focuses on defect rates, corrective actions, and overall product/component quality.

### Defect Rate (ppm)

### First Pass Yield (%)

### Audit Results (Last Audit)

- ☐ No Audit Required
- ☐ Pass
- ☐ Warning
- ☐ Fail

### Summary of Corrective Actions Taken (Latest Defect)


### Quality Certifications Held (Select all that apply)

- ☐ ISO 9001
- ☐ IATF 16949
- ☐ ISO 14001
- ☐ Other (Specify in Long Text)

### Date of Last Quality Audit

Enter date...

### Latest Quality Audit Report

 Upload File

## Delivery & Responsiveness

Evaluates the supplier's on-time delivery performance, responsiveness to requests, and communication effectiveness.

### On-Time Delivery Rate (%)

Enter a number...

### Average Lead Time (Days)

Enter a number...

### Number of Late Deliveries (Past 12 Months)

Enter a number...

### Responsiveness to RFQs (Response Time - Days)

- ☐ Less than 2 days
- ☐ 2-5 days
- ☐ 6-10 days
- ☐ More than 10 days

### Communication Clarity & Effectiveness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Comments on Delivery Performance

Write something...

## Cost & Value

Examines the competitiveness of the supplier's pricing, total cost of ownership, and the overall value they provide.

### Unit Cost (Current)

Enter a number...

### Unit Cost (Previous Year)

Enter a number...

### Cost Reduction Percentage (Year over Year)

Enter a number...

### Total Cost of Ownership (TCO) - 3 Year Projection

Enter a number...

### Value Engineering Initiatives Implemented?

☐ Yes

☐ No

☐ N/A

### Details of Value Engineering Efforts and Results (if applicable)

Write something...

### Payment Terms

☐ Net 30

☐ Net 60

☐ Other (Specify)

### Justification for payment terms

Write something...

## Technical Capability & Innovation

Focuses on the supplier’s technical expertise, manufacturing process capabilities, and willingness to innovate and improve.

**Capacity Utilization Rate (%)**

Enter a number...

**Number of Engineering Staff**

Enter a number...

**Manufacturing Process Technology Level (e.g., Emerging, Mature)**

- ☐ Emerging
- ☐ Mature
- ☐ Advanced

**Manufacturing Technologies Employed (Select all that apply)**

- ☐ CNC Machining
- ☐ Injection Molding
- ☐ 3D Printing
- ☐ Automated Assembly
- ☐ Robotics

**Description of Key Manufacturing Processes**

Write something...

**Process Flow Diagram (PDF)**

 Upload File

### Evidence of R&D Investment (e.g., % of Revenue)

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Not Available

### Details of Recent Innovation/Process Improvement Initiatives

Write something...

## Risk Management & Compliance

Evaluates the supplier's risk management practices, adherence to regulations, and commitment to ethical business conduct.

### Certifications (ISO 9001, ISO 14001, etc.)

- ☐ ISO 9001
- ☐ ISO 14001
- ☐ IATF 16949
- ☐ Other - Specify in Long Text
- ☐ Not Applicable

### Percentage of workforce with safety training certification

Enter a number...


### Compliance with Conflict Minerals Reporting

- ☐ Fully Compliant
- ☐ Partially Compliant
- ☐ Not Compliant
- ☐ Not Applicable

### Summary of Risk Assessment performed on supplier (including potential geopolitical, financial, or operational risks)

Write something...

### Upload a copy of the supplier's Code of Conduct or Ethics Policy

 Upload File

### Adherence to Anti-Bribery & Corruption Policies

- ☐ Fully Compliant
- ☐ Partially Compliant
- ☐ Not Compliant
- ☐ Not Applicable

### Date of last Compliance Audit

Enter date...

**Details of any previous compliance violations or incidents, and corrective actions taken.**

Write something...

## Relationship & Communication

Assesses the strength of the relationship, the effectiveness of communication channels, and the level of collaboration.

### Frequency of Communication Meetings

- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Ad-Hoc

### Average Response Time (hours)

Enter a number...

### Summary of Key Communication Challenges (if any)

Write something...



### Proactive Communication (Sharing Updates/Potential Issues)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Preferred Communication Methods

- ☐ Email
- ☐ Phone
- ☐ Video Conference
- ☐ Portal/Platform

### Effectiveness of Issue Escalation Process

- ☐ Very Effective
- ☐ Effective
- ☐ Neutral
- ☐ Ineffective
- ☐ Very Ineffective

### Notes on Relationship Dynamics & Collaboration

Write something...

## Continuous Improvement & Sustainability

Focuses on the supplier's commitment to continuous improvement processes, sustainability initiatives, and responsible manufacturing practices.

### Percentage of Waste Reduced (vs. baseline)

Enter a number...

### Existence of Formal Continuous Improvement Program (e.g., Kaizen, Lean)

- ☐ Yes
- ☐ No
- ☐ Partial/Informal

### Summary of recent Continuous Improvement initiatives and results (Last 6-12 months)

Write something...

### Energy Consumption Reduction (kWh or equivalent) - Past Year

Enter a number...

### Sustainability Report/Certifications (e.g., ISO 14001, EcoVadis)

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### Sustainability Practices Implemented (Select all that apply)

- ☐ Reduced Carbon Footprint
- ☐ Water Conservation
- ☐ Ethical Sourcing of Materials
- ☐ Waste Management and Recycling
- ☐ Employee Health & Safety Programs
- ☐ Community Engagement

**Date of Last Sustainability Audit**

Enter date...