

PPG SUPPLIER DEVELOPMENT ASSESSMENT

Revised: 4-6-2005

Supplier:		Assessment Date:	
Address:		Assessment Team:	
Products:		Certification:	
Supplier Contacts	Position	E-mail	Phone
General Comments:			

	Assessment Results Summary Quality System Section	Sections		Non-conformity		Action Date	Point Score
		Sub-sections	OK	Minor	Major		
1	Quality System and Management	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Environmental, Health and Safety	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Purchasing and RM Supplier Control	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Process Control	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Statistical Tools	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	Inspection and Testing	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	Corrective Action	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	Packaging and Shipping	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Contamination Concerns	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10	Housekeeping and 5S	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

Implementation Date for Corrective Action Plan:

Score Description and Process				Point Score Calculation
Supplier not familiar with requirements of section and has no relevant documentation.	0	Implementation is 80 – 95% complete and documented evidence is available.	6	Total Points:
Supplier is familiar with section requirements but no evidence or documentation.	1	Full implementation with confirmed evidence of effectiveness. Supplier meets the minimum requirements.	7	Number Sections:
Supplier is familiar with requirements of section and has preliminary or only a draft of documentation.	2	Analysis of results and continuous improvement is demonstrated. Beyond minimum requirements.	8	Score:
Documentation is available but implementation is only 0% to 30% complete.	3	Supplier has reached world-class performance and continuous improvement in all areas.	9	Number Major:
Documentation is available and implementation is 30% to 60% complete.	4	Supplier is best in class, and demonstrates significant innovation beyond the normal customer requirements. Supplier sets the industries benchmark.	10	Number Minor:
Implementation is 60 – 80% complete and there is preliminary evidence of relevant results.	5			Final Rating:

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Section 1: Quality System and Management

Quality System Organization

Sub-Section 1.1

Questions and Comments	
1.1.1	Is there a documented quality system?
1.1.2	Show how the quality organization is structured?
1.1.3	Can you show us the Quality Manual?
1.1.4	International standards? <input type="checkbox"/> ISO 9000 <input type="checkbox"/> ISO 9001:2000 <input type="checkbox"/> QS 9000 <input type="checkbox"/> TS16949 <input type="checkbox"/> ISO 14000 Copies of certifications provided? <input type="checkbox"/> Not Certified: <input type="checkbox"/>
Sub-Section 1.1 - SCORE	

Training Program

Sub-Section 1.2

Questions and Comments	
1.2.1	Training for both operators and management?
1.2.2	Training requirements for each job function?
1.2.3	Specific training required for key or critical job functions?
1.2.4	Training requirements defined?
1.2.5	Who is responsible for training records?
1.2.6	Cross training and certification part of the training program?
Sub-Section 1.2 - SCORE	

Internal Audit System

Sub-Section 1.3

Questions and Comments	
1.3.1	Process for performing internal audits of process and quality system?
1.3.2	Number of trained auditors?
1.3.3	Number of audits scheduled per year?
1.3.4	How are the audit results used?
Sub-Section 1.3 - SCORE	

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Quality Measures and Goals Sub-Section 1.4

Questions and Comments	
1.4.1	How is company success measured?
1.4.2	How is product quality measured?
1.4.3	Show how the process control plan is developed for each product and process?
1.4.4	Show how the quality goals are developed?
1.4.5	How are these measures and goals communicated to employees?
1.4.6	Plans to expand quality system as business grows?
Sub-Section 1.4 - SCORE	

Management & Customer Satisfaction Sub-Section 1.5

Questions and Comments	
1.5.1	Formal management review process?
1.5.2	How often and topics covered?
1.5.3	How does management ensure that necessary resources are provided?
1.5.4	How is information on customer satisfaction collected?
1.5.5	How is customer information used to improve business practices?
Sub-Section 1.5 - SCORE	

Results for Section 1: Quality System and Management

	<u>Section Summary</u> Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
1.1	Quality System Organization	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Training Program	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Internal Audit System	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Quality Measures and Goals	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.5	Management & Customer Satisfaction	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

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Section 2: Environmental, Health and Safety

General Safety Sub-Section 2.1

Questions and Comments	
2.1.1	Are the minimum acceptable safety and health practices in place?
2.1.2	Is there a visitor safety orientation and an employee tracking program for this location?
2.1.3	Is there a written Emergency Action Plan? Does this plan include audible and visual alarms?
2.1.4	What first aid is available at this location?
2.1.5	Are emergency eyewash and shower stations provided and easily accessible?
2.1.6	Are emergency exits clear and visible and with pedestrian walkways marked and clearly defined?
2.1.7	Are elevated walking and working surfaces equipped with fall protection? (i.e. railings and/or harnesses)
Sub-Section 2.1 - SCORE	

Fire Protection Sub-Section 2.2

Questions and Comments	
2.2.1	Are the portable fire extinguishers charged, easily accessible and ready for use?
2.2.2	Are fire detection and fire suppression systems in place and appropriate for facility hazards?
2.2.3	Are fire alarm pull stations appropriately located and accessible?
Sub-Section 2.2 - SCORE	

Static Electricity Sub-Section 2.3

Questions and Comments	
2.3.1	Are appropriate bonding and grounding procedures being used?
2.3.2	Are thin mil plastic bags or Super Sacks constructed of anti-static materials when used in dispensing powdered materials in Class I, Division 1 rated hazardous areas?
2.3.3	Are thin mil plastic bags noted with expiration dates or the period of effectiveness for the bags?
2.3.4	Is stretch or shrink-wrap applied or removed in non-hazardous locations separated from flammable material areas?
Sub-Section 2.3 - SCORE	

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Employee Health Sub-Section 2.4

Questions and Comments	
2.4.1	Are there visible hazards present? Are floors and aisles cluttered with debris creating trip/slip hazards?
2.4.2	Is the appropriate Personal Protective Equipment (PPE) provided and required for all workers?
2.4.3	Are there noticeable odors? Are respirators needed in the facility? Are respirators available?
2.4.4	Is there a high noise level in the facility? Is hearing protection available?
2.4.5	Is there a Lock Out/Tag Out (LOTO) procedure for specific equipment and points of contact?
2.4.6	Is there a formal confined space permit procedure? Are signs affixed to all permit-required spaces?
Sub-Section 2.4 - SCORE	

Environmental Hazards and Product Stewardship Sub-Section 2.5

Questions and Comments	
2.5.1	Can supplier ensure compliance with the requirements of all applicable federal, state, provincial or local environmental regulations?
2.5.2	Are there visible contaminants present?
2.5.3	Are wastes segregated as solids or liquids and identified as hazardous or non-hazardous?
2.5.4	Are chemicals and wastes stored to prevent spills and are procedures in place to respond to spills?
2.5.5	Are containers sealed and are drum or pail bungs and lids in place?
2.5.6	Are all product containers clearly labelled and is the MSDS available for all products?
2.5.7	Is there a documented SEA (Significant Environmental Aspects)? Does it include both the actual and potential environmental impacts associated with the activities, products, and services performed?
Sub-Section 2.5 - SCORE	

Results for Section 2: Environmental, Health and Safety

	<u>Section Summary</u> Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
2.1	General Safety	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2	Fire Protection	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3	Static Electricity	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4	Employee Health	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.5	Environmental Hazards / Stewardship	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

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Section 3: Purchasing and RM Supplier Control

Assessment of Suppliers

Sub-Section 3.1

Questions and Comments	
3.1.1	Purchase from a preferred or approved supplier list?
3.1.2	Can you deviate from this preferred list?
3.1.3	Criteria for making a new supplier a preferred supplier?
3.1.4	Criteria for removing a supplier from preferred supplier list?
3.1.5	How are supplier or subcontractor performance measured?
3.1.6	What supplier quality performance measures are being tracked?
Sub-Section 3.1 - SCORE	

Raw Material Supplier Communication

Sub-Section 3.2

Questions and Comments	
3.2.1	Are any supplier materials pre-approved or pre-certified? (Can go directly to inventory)
3.2.2	Requirements for materials to become pre-approved or pre-certified?
3.2.3	Method to decertify pre-approved or pre-certified materials?
3.2.4	How are quality issues and specification changes communicated to raw material suppliers?
3.2.5	How is your company involved with suppliers? Number of supplier audits each year?
3.2.6	How are supplier change notification issues handled?
Sub-Section 3.2 - SCORE	

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Incoming Inspection and Corrective Action Sub-Section 3.3

Questions and Comments	
3.3.1	Process for raw material receiving inspection?
3.3.2	What ensures acceptance of materials only from approved or specified suppliers?
3.3.3	Types of sampling plans used?
3.3.4	What are the acceptance criteria?
3.3.5	How are non-conforming raw materials handled?
3.3.6	Receiving inspection data documented?
3.3.7	What receiving inspection forms are used?
Sub-Section 3.3 - SCORE	

Results for Section 3: Purchasing and Supplier Control

	<u>Section Summary</u> Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
3.1	Assessment of Suppliers	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2	RM Supplier Communication	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3	Incoming Inspection & Corrective Action	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

Section 4: Process Control

Batch Tickets and Process Flow Diagrams

Sub-Section 4.1

Questions and Comments	
4.1.1	What tracking information follows each lot through the process, from receiving to shipping?
4.1.2	Are process flow diagrams available to describe the steps for producing products?
4.1.3	Show how the control plan for the process is developed for each product?
4.1.4	Demonstrate how computer process controls are use to reduce variation?
4.1.5	What other batch documentation is available?
Sub-Section 4.1 - SCORE	

Equipment Qualification and Resource Management

Sub-Section 4.2

Questions and Comments	
4.2.1	What is the procedure used to qualify a new production method?
4.2.2	How are new resource needs determined?
4.2.3	Show how Failure Mode & Effects Analysis (FMEA) is used as a product & process development tool?
4.2.4	How are these FMEA procedures documented?
4.2.5	How is process set up verified for each new lot, each day or each shift?
4.2.6	How is this information collected and recorded?
Sub-Section 4.2 - SCORE	

Quality Improvement Teams

Sub-Section 4.3

Questions and Comments	
4.3.1	Formal or informal quality improvement teams?
4.3.2	How are teams formed?
4.3.3	List currently active quality improvement teams?
4.3.4	How do quality improvement teams document activities and progress?
4.3.5	Training provided for quality improvement teams?
Sub-Section 4.3 - SCORE	

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Cycle Time and Lean Enterprise Sub-Section 4.4

Questions and Comments	
4.4.1	How is cycle time tracked and reviewed?
4.4.2	What measures are in place to improve cycle time?
4.4.3	Is there a plan to improve profitability by reducing redundancy and waste?
4.4.4	How are lean practices and principals integrated into the company vision?
4.4.5	What specific lean projects are underway? What is expected from these projects?
Sub-Section 4.4 - SCORE	

Preventive Maintenance Sub-Section 4.5

Questions and Comments	
4.5.1	Who is responsible for preventive maintenance?
4.5.2	Explain preventive maintenance program.
4.5.3	How is preventive maintenance scheduled? Manual or tracked by computer?
4.5.4	How is down time tracked?
4.5.5	How is preventive maintenance system revised and up-dated?
4.5.6	What predictive maintenance techniques used?
4.5.7	Are replacement parts stored at the manufacturing site or readily available?
Sub-Section 4.5 - SCORE	

Results for Section 4: Process Control

	Section Summary Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
4.1	Batch Ticket & Process Flow Diagrams	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2	Equipment Qualification and Resources	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3	Quality Improvement Teams	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.4	Cycle Time and Lean Enterprise	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.5	Preventive Maintenance	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

Section 5: Statistical Process Control

**Statistical and Quality Tools
Sub-Section 5.1**

Questions and Comments	
5.1.1	Statistical or quality tools used to reduce process or testing variation?
5.1.2	Demonstrate how Statistical or Quality tools are used in manufacturing processes?
5.1.3	Statistical or quality tools used in administrative processes?
Sub-Section 5.1 - SCORE	

**Critical Process Parameters
Sub-Section 5.2**

Questions and Comments	
5.2.1	How are key product and process parameters identified?
5.2.2	Are key process and product parameters documented on the control plan?
5.2.3	List controls used on key process or product parameters.
Sub-Section 5.2 - SCORE	

**Control Charts
Sub-Section 5.3**

Questions and Comments	
5.3.1	Are control charts being used?
5.3.2	What method is used to construct the control charts?
5.3.3	Show why control charts are being used to monitor process or product parameters?
Sub-Section 5.3 - SCORE	

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Defect or Non-conforming Statistics Sub-Section 5.4

(Not Applicable for Bulk Products - Parts Only)

Questions and Comments	
5.4.1	What is done with defect data at inspection points?
5.4.2	How are defects tracked or logged?
5.4.3	Are defects quantified? How?
5.4.4	Are defects quantified for each process step?
5.4.5	Are defects studied over the whole process?
Sub-Section 5.4 - SCORE	

Process Capabilities Sub-Section 5.5

Questions and Comments	
5.5.1	Is process capability reviewed?
5.5.2	Show examples of how process capabilities are determined or calculated?
5.5.3	How capable are processes in regards to specifications?
Sub-Section 5.5 - SCORE	

Results for Section 5: Statistical Process Control

	<u>Section Summary</u> Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
5.1	Statistical and Quality Tools	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.2	Critical Process Parameters	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.3	Control Charts	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.4	Defect or Non-conforming Statistics	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.5	Process Capabilities	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

Section 6: Inspection and Testing

In-Process and Final Process Inspection

Sub-Section 6.1

Questions and Comments	
6.1.1	What test or inspection methods are used in your production process?
6.1.2	Do you record and retain any data from the testing performed?
6.1.3	What happens to nonconforming material? Show how it is segregated.
6.1.4	Do you have a flow chart indicating the inspection points in the process?
6.1.5	How do you use test data from your processes for continuous improvement activities?
6.1.6	How do you measure performance to determine if improvements are occurring?
Sub-Section 6.1 - SCORE	

Equipment Calibration and Verification

Sub-Section 6.2

Questions and Comments	
6.2.1	What is the procedure for calibration and maintenance of inspection test equipment?
6.2.2	How is the test equipment verification and calibration frequency determined?
6.2.3	What is done if test equipment is found to be out of tolerance?
6.2.4	Show examples of measurement or gage repeatability and reproducibility studies. (MSE or Gage R&R)
6.2.5	How often are these studies performed?
Sub-Section 6.2 - SCORE	

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Test Method Training Sub-Section 6.3

Questions and Comments	
6.3.1	What training is required for operators and technicians using test equipment?
6.3.2	How are the training requirements defined?
6.3.3	What training is required for personnel performing equipment calibration?
Sub-Section 6.3 - SCORE	

Reliability Testing and Product Qualification Sub-Section 6.4

Questions and Comments	
6.4.1	What reliability testing is performed on your products?
6.4.2	Do you have durability and weatherometer data available?
6.4.3	How do you use these test results to improve products?
Sub-Section 6.4 - SCORE	

Results for Section 6: Inspection and Testing

	<u>Section Summary</u> Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
6.1	In-Process and Final Inspection	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.2	Equipment Calibration and Variation	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.3	Test Method Training	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.4	Reliability Testing and Qualification	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

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Section 7: Corrective Action

Corrective Action System Sub-Section 7.1

Questions and Comments	
7.1.1	Describe corrective action system? What are the goals for response time?
7.1.2	Show the corrective action flow chart or procedure.
7.1.3	What is done when customers report quality problems?
7.1.4	How are in-process corrective action issues handled?
Sub-Section 7.1 - SCORE	

Corrective Action Responsibility Sub-Section 7.2

Questions and Comments	
7.2.1	Who has authority to initiate corrective actions in you processes?
7.2.2	What methods are used to track the status of corrective actions?
7.2.3	Who is responsible to make the decision to run, stop or adjust the processes?
Sub-Section 7.2 - SCORE	

Root Cause Analysis and Containment Sub-Section 7.3

Questions and Comments	
7.3.1	How is problem root causes conducted?
7.3.2	Who conducts root cause analysis?
7.3.3	How is a quality problem contained once it has been identified?
Sub-Section 7.3 - SCORE	

Results for Section 7: Corrective Action

	Section Summary Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
7.1	Corrective Action System	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.2	Corrective Action Responsibility	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.3	Root Cause Analysis and Containment	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

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Section 8: Packaging and Shipping

Filling and Packaging Process

Sub-Section 8.1

Questions and Comments	
8.1.1	Describe final packaging process making it ready for delivery?
8.1.2	What final checks are done prior to shipping?
8.1.3	Is this a documented procedure? Specific packing slip used?
Sub-Section 8.1 - SCORE	

Container or Package Inspection

Sub-Section 8.2

Questions and Comments	
8.2.1	How are tank wagons or ISO containers cleaned and approved for use before filling?
8.2.2	How are drums or totes inspected and approved for use before starting the filling process?
8.2.3	How is filling equipment and area protected from possible environmental and cross contamination?
8.2.4	How are thin mil plastic bags or Super Sacks approved and inspected for anti-static properties?
Sub-Section 8.2 - SCORE	

Special Requirements and Product Verification

Sub-Section 8.3

Questions and Comments	
8.3.1	Procedure used to protect products from damage in shipping?
8.3.2	How are special customer requirements communicated and handled?
8.3.3	Describe process to verify specifications and product ordered?
Sub-Section 8.2 - SCORE	

Results for Section 8: Packaging and Shipping

	Section Summary Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
8.1	Filling and Packaging Process	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.2	Container or Package Inspection	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.3	Special Requirements and Verification	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

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Section 9: Contamination Concerns

System to Minimize Contamination

Sub-Section 9.1

Questions and Comments	
9.1.1	System exists to prevent material from being contaminated?
9.1.2	All appropriate personnel aware of contamination concerns?
9.1.3	Outside contractors advised of customers contamination concerns?
Sub-Section 9.1 - SCORE	

Documented Procedures

Sub-Section 9.2

Questions and Comments	
9.2.1	Procedures exist that identify the key contaminants and their sources?
9.2.2	Procedures exist to help prevent contamination of products?
9.2.3	Procedure exists to test all appropriate materials for potential contamination?
Sub-Section 9.2 - SCORE	

Corrective Action

Sub-Section 9.3

Questions and Comments	
9.3.1	List contamination problem areas have been identified in the manufacturing process?
9.3.2	Corrective actions addressing contamination concerns are taken prior to shipping?
Sub-Section 9.3 - SCORE	

Results for Section 9: Contamination Concerns

	<u>Section Summary</u> Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
9.1	System to Minimize Contamination	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.2	Documented Procedures	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.3	Corrective Action	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

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Section 10: Housekeeping and 5S

Sorting

Sub-Section 10.1

Questions and Comments	
10.1.1	Needed and not-needed items are identified and those not needed are removed from work area.
10.1.2	Needed items properly labelled and available for ease of use.
10.1.3	Methods have been identified to reduce the time required to maintain work area cleanliness.
10.1.4	Equipment and product design has been modified to reduce and eliminate the tools needed.
Sub-Section 10.1 - SCORE	

Simplifying

Sub-Section 10.2

Questions and Comments	
10.2.1	Needed items are safely stored and organized according to their frequency of use.
10.2.2	Needed items have dedicated locations and are properly labelled.
10.2.3	The number of needed items has been minimized and properly arranged for retrieval and use.
10.2.4	Needed items can be retrieved within 30 seconds and requires a minimum number of steps.
Sub-Section 10.2 - SCORE	

Systematic Cleaning

Sub-Section 10.3

Questions and Comments	
10.3.1	Regular cleaning has been performed and daily cleaning responsibilities are identified.
10.3.2	Sources of messes are identified and procedures are in place to prevent reoccurrence.
10.3.3	Work areas have identified routine cleaning, maintenance, and correct operating settings are defined.
10.3.4	Visual controls established with acceptable performance levels of cleanliness documented and posted.
Sub-Section 10.3 - SCORE	

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Standardizing Sub-Section 10.4

Questions and Comments	
10.4.1	Work areas have scheduled housekeeping responsibilities including restocking assignments.
10.4.2	Areas with cleanliness problems are identified and systems are in place to prevent reoccurrence.
10.4.3	Regular cleaning, restocking of supplies and inspection occurs during daily work activities.
10.4.4	Work methods and standardized activities are documented for work areas involving multiple shifts.
Sub-Section 10.4 - SCORE	

Sustaining Sub-Section 10.5

Questions and Comments	
10.5.1	Work area checks are randomly performed. A designate location for tracking 5S performance has been developed.
10.5.2	Work groups are routinely checking to maintain 5S status. Routine checks on equipment and processes are scheduled and performed.
10.5.3	Root causes are eliminated and process improvement actions focus on developing preventive methods.
Sub-Section 10.5 - SCORE	

Section 10: Housekeeping, 5S and Lean Manufacturing

	<u>Section Summary</u> Sub-Section	Sections		Non-conformity		Action Date	Point Score
		Questions	OK	Minor	Major		
10.1	Sorting	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.2	Simplifying	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.3	Systematic Cleaning	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.4	Standardizing	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.5	Sustaining	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECTION TOTALS:							

