



External Provider Survey

Form Revision Date 3/30/18

Please complete the questions identified in this survey and return. We will use your responses to classify your organization as an approved supplier for TRI TECH USA, Inc.

Complete and mail (or fax) to:

Melinda Gregory
 Purchasing Lead
 TRI TECH USA, Inc.
 764 Cartee Road
 Liberty, SC 29657

Phone: (864) 843 1100
 Email: mgregory @ Tri -
 TechUSA.com

Supplier Name:	
Supplier Address:	
Phone:	Fax:
Person Completing Survey:	Title:
Date Survey was Completed:	

Briefly describe your core products/business:

Is your company in compliance with the Frank Dodd Act of 2010 as it relates to your product not containing "conflict minerals"? Conflict minerals are described as Gold (AU), Tantalum (TA), Tungsten (W) and Tin (SN) that are sourced from the Democratic Republic of Congo or adjoining countries from mines controlled by non-governmental military groups.
 Yes No Explain: _____ () N/A Explain: _____

Supplier is responsible for Product Safety, Ethical Behavior and Product Conformance Awareness

Is your company currently ISO 9001 or AS9100 Registered? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please attach a copy of your Registration Certificate Does your company have any NadCap Certified Processes? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please Explain: _____	List any other certifications: _____
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Does your company have a secured Computer system in accordance with Boeing Process # D6-51991 for all Digital Product Definition, Model Based Definition and Coordinate Measurement Systems or a similar approved process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Environmental Health & Safety:	<input type="checkbox"/> Yes Explain: _____
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Do any of your processes or materials used in the services provided to Tri Tech, have any contact with MERCURY or its compounds during their manufacture or testing?	() No
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If your company is ISO9001 or AS9100 Certified you do not have to complete the balance of this survey

Does your Quality Management System (QMS) address and have you implemented:	Answer	Comments
Control of documents & assembly configuration?	() YES () NO () N/A	
Retention of applicable records?	() YES () NO () N/A	
Formal new part/material planning & development system?	() YES () NO () N/A	
Approval and surveillance of suppliers & sub-contractors?	() YES () NO () N/A	
Production work instructions?	() YES () NO () N/A	
Machine & process set-up instructions?	() YES () NO () N/A	
Receiving, in-process & final inspection & testing instructions?	() YES () NO () N/A	
The use of statistical techniques?	() YES () NO () N/A	
Control of acceptance stamps and/or signatures?	() YES () NO () N/A	
Foreign object prevention, detection & elimination?	() YES () NO () N/A	
Control & disposition of non-conforming parts/materials?	() YES () NO () N/A	
A formal corrective action system?	() YES () NO () N/A	
A formal preventive action system?	() YES () NO () N/A	
A formal continual improvement system?	() YES () NO () N/A	
Preventive maintenance of key manufacturing equipment?	() YES () NO () N/A	
Periodic management review of the QMS effectiveness?	() YES () NO () N/A	

Coating, Plating, Heat Treating and Welding/Brazing sub-contractors must also complete the following section

Please check-off the appropriate control methods employed to validate your process:

- Defined/documented criteria for review and approval of the process
- Approval of equipment used in the process
- Certification of personnel performing the process
Is certification internal (___YES ___NO)? If certified by an external party, provide the name of the certification body _____
- Use of specific methods, practices or procedures to perform the process
- Retention of records for the control methods checked-off above
- Other _____

How often is the process revalidated (re-certified)? _____

Evaluation of Status (to be filled out by TRI TECH USA, Inc.)

Approval Status:

Note: All Suppliers initial status is Conditional – until first job is reviewed for quality, delivery, pricing and all requirements are meet.

Potential Risks (list):

- Conditionally Approved
- Approved-After first job
- Not Approved
- DPD/MBD/CMS

	Print Name/Title	Authorizing Signature	Date
Management			
Purchasing Lead			

Tri Tech USA, Inc. Supplier Evaluation & Measurement Process

Revised 03/05/2018

As part of our ongoing commitment to quality, Tri Tech USA, Inc. measures its Supplier performance on a periodic or “as needed” basis utilizing a Supplier Scorecard. This Scorecard is used to measure a Supplier’s Performance in the areas of Product Conformance, On-Time Delivery, Customer Support and Price Competitiveness. The attached sample chart outlines each Performance Measure, the numeric rating and criteria applied to each Performance measure, the target percentage for compliance, and the weight applied to each Performance Measure. The Rating assigned by the Tri Tech Evaluator, expressed as percentage of the maximum rating achievable, is multiplied by the weight factor to establish the Score. The Score for each Performance Measure is totaled resulting in the Final Supplier Score which is a Letter Grade of A, B, C, D or F.

At the discretion of Tri Tech, a supplier Scoring less than a “C” may be removed from the Approved Supplier List or may be issued a Non-Conformance Report describing the issues requiring correction by the Supplier. Supplier will have 30 days to respond with a Corrective Action Report. Supplier is expected to ensure the correction is working and effective. Tri Tech will monitor the Supplier monthly until a Satisfactory Score is achieved (a score of “C” or higher) before closing the Corrective Action. A Supplier who fails to submit an acceptable Correction Action or achieve a Score of “C” or higher may be removed from the Approved Supplier List.

Tri Tech USA, Inc. Supplier Scorecard

Rev: 03/05/2018

RATING: 1-unsatisfactory performance 2-marginal performance 3-satisfactory performance 4-very good performance 5-outstanding performance			A	93+
			B	83-92
			C	79-82
			D	69-78
			F	0-68
Delivery	target	weight	rating	SCORE
No more than 7 days early/0 days late	100%	0.30	2	0.12
Product Conformance				
No Deviations from Drawings/Specifications	100%	0.30	4	0.24
Price Competitiveness				
Average Unit Cost			5	0.20
Average Surcharge/Delivery Fees	90%	0.20	5	0.20
Customer Support				
Problem Resolution	100%	0.20	5	
Responsiveness			5	
Allows Charge backs			5	0.20
Corrective Action			5	
			Supplier Score	76.00%
			Supplier Grade	D