

S&S Power Group Supplier/ Vendor Assessment Form

Mandatory for Annual Direct Recurring Purchase > 50 LINR, One time Purchase > 100 L. Advisory for purchases below above financial limits. This is a 20 point framework with overall marks as 200. Guidelines for use are given in the last page.

Scope of Supply & Purpose of Assessment:

Fully Assembled and Tested supply of Bases for Disconnect Switch type RD & RC upto 145 KV, as per S&S Design and Manufacturing Standards, Meeting S&S Quality Plan.

Excludes- Design and sub-contractor change

Includes- management of approved sub-contractor and packing and delivery at Pondicherry Factory

Approved Gavanizing, Sand Blasting and Laser cutting suppliers to be used. Change to be approved by S&S.

1. General information and company overview (10 Marks):

- i. Name of Supplier/ Vendor: SUN CRAFT INDUSTRIES
- ii. Address of Supplier/ Vendor: B-45, NATESAN NAGAR, SSIOA COMPLEX, VANAGARAM ROAD, ATHIPET, CHENNAI – 600 058.
- iii. Contact Person: Mr. Bharathi.
- iv. Contact Details : Phone No. **044 3245 6231** Fax No. NIL Mobile No : **9444126853**
- vi. Email: **suncraft2006@yahoo.co.in** Web Address: www.suncraft.in
- viii. Year of Establishment: _____

ix. Facility Size:

Last Year Revenue: _____ No of People **21** Permanent **13** contract **8**

Site Area **4000 SQ.FT** Covered Area **3500 SQ.FT**

Investment _____

x Type of Ownership:

Proprietary Partnership Private Limited
Public Limited Government Undertaking

x Type of Supplier

Category	
Trading of Catalogue items	
Manufactured to S&S Print	Yes
Manufactured to Supplier's Print	
Standard Sourced Finished Goods	
Contract Mfg/ Outsourcing	
Engineered Sourced Finished Goods	
Services	

Key Customers

ALSTOM, SUZLON, REGEN

Key Certification

ISO 9001 YES

ISO 14001

OHSAS 18001

CE

Automobile

Aviation

2. Entrepreneurship and Leadership (10 Marks) : Key Resource Person Driving the Organization & their domain expertise. Comment top leadership passion, potential and commitment for business. Top level Organization design, suitability and strength of the company.

10 YEARS EXPERIENCE IN HEAVY FABRICATION AND MACHINING ITEMS LIKE WIND MILL ACCESSORIES, STRUCTURES AND ERECTION EQUIPMENTS.

5 YEARS EXPERIENCE IN CRITICAL SWITCHGEAR BASE FABRICATION FOR ALSTOM

HEAVY STRUCTURAL FABRICATION FOR REGEN POWER TECH

3. Companies strategic focus in terms of products & service orientation and key customers/ markets (5 Marks)

A) SUZLON ENERGY LIMITED,DAMAN,PADUR

B) REGEN POWERTECH PVT LIMITED, CHENNAI – 17

C) ALSTOM T & D INDIA LIMITED, CHENNAI

4. Scope of the company activity/ business model/ manufacturing model (10 Marks)

In-house R&D- Yes / **No**

Technology Tie ups- Yes/ **No**

Own Sales and Marketing Team- **Yes**/ No

Can Provide After Sale Service- **Yes**/ No

Level of internal activity and sourced activity- **Yes**/ No

General Innovation culture- **Yes**/ No

5. Engineering, Project Management and Planning

5.1 How do they handle development of new products/ new customers and first piece approval projects?

Engineering & Technology Resource

Validation Facilities

Softwares

Project Management Skills

Prototyping

Pilot Run

Sample Development & Approval

5.2 How do they manage transfer from project team to routine manufacturing team? **NO**

5.3 How do they do planning and customer interface during routine supply after the first piece approval?

QUALITY PLAN/INSPECTION REPORTS/ RM TEST RESULTS

6. Manufacturing Facility/ Process Facility & Management System (30 Marks)

i. Manufacturing Facilities (5 Marks)

Does the supplier/ vendor has adequate machinery and equipment to supply products/ materials/ services? **Yes**/ No

Describe top 5 core available machinery/ equipment: (Add annexure for other plant and equipment)

.....

Sr. #	Description No.	Year of Purchase	State of Machine (functional & Cmk etc)
a			
b			
c	ANNEXURE ATTACHED		
d			
e			
f			

.....

a
b
c
d
e
f

ii. Plant Machinery & Equipment (PME) Management (5 Marks)

Does the supplier/ vendor maintain a maintenance schedule? **Yes** No

Is maintenance critical for QCD of deliverables? Yes/ **No**

Do we find maintenance effective as observed during site visit and inspection of equipment? **Yes**/ No

iii. Process Engineering (5 Marks)

Does the supplier/ vendor has adequate knowledge of the manufacturing processes carried out by him? **Yes** No

Knowledge of Materials used in manufacturing & Services **Yes** No

Do we have well defined process specifications/ SOPs/ work instructions with proper PPCTQ to accomplish results on an ongoing basis? Yes/ **No**

Is there a full time process engineer or an additional responsibility of existing quality or production engineer? **Yes**/ No

iv. Technical Document and Data Management: (5 Marks)

Does the supplier/ vendor maintain technical files on the manufacturing processes carried out by them along with initial development and qualification? **YES**

Do we have effective process change management process? **NO**

Do they refer national/ international standards on products and processes? Yes/ **No**

Do they learn and improve their technical documentation on an ongoing manner? **Yes**/ No

Do they qualify their processes before releasing them for standard use? **Yes**/ No

Do they retain PQR (Process Qualification Records)/ PPAP Record/ FAI Records? **Yes**/ No

v. JFT Management (3 Marks)

Are tools, dies, jigs reconfirmed for compliance with manufacturing specifications after prescribed intervals? Yes/ **No**

Do they have design capability for JFT? Yes/ **No**

Is there in-house Tool Room for economic tool manufacturing? Yes/ **No**

vi. Manufacturing Automation and Manufacturing Technology (4 Marks)

Are they embarking on upgrading manufacturing technology for productivity and quality? **Yes**/ No

Do they have any ERP System? **NO**

What is the extent of use of computer?

Do they use e-mail facilities? **YES**

What is there most advanced manufacturing facility? **MIG/TIG welding, press tools.**

vii. Manufacturing System (3 Marks)

What is the extent of Lean Six Sigma implementation for Operational Excellence? **NO**

How mature is S&OP, MPS & MRP Practices in the company? **NO**

7. Basic Raw Material & Process Consumables Procurement

- i. Do they have vendor evaluation and selection process in place **NO**
- ii. Does this deliver necessary results in risk management -
- iii. How often, do they provide details of technical requirement- drawing, purchasing specification, quality specification with purchase order to their vendor **RARE**
- iv. Are raw materials and process consumables are tested/ certified at the time of procurement as per required specifications? **YES**
- v. Is record of raw materials and process consumables maintained? **YES**
- vi. How do they establish traceability of material test certificate with lots? **NO**

8. Skill, Workmanship, Training, etc.

- i. Are employees recruited on the basis of a defined job description? **YES**
- ii. a. Are employees provided with any training to perform a specified job? **YES**
b. If the answer is yes, what type of training?

Outside Training

In-house Training

On job Training

Apprenticeship

Induction Training

iii. Are employees properly briefed about the manufacturing processes to be carried out by them? **YES**

iv. Are the craftsmanship/ workmanship of employees satisfactory? **YES**

9. Manufacturing Shop Operations- Floor Management

- i. Is the working area designed according to process flow? **NO**
- ii. Are work stations designed to facilitate the process flow and manufacturing requirements? **NO**
- iii. Please indicate the sufficiency of the following:
 - a. Space for each work station **Yes/ No**
 - b. Lighting arrangements **Yes/ No**
 - c. Air ventilation **Yes/ No**
 - d. Dust collection **Yes/ No**

- e. Housekeeping and Cleanliness **YES**
 f. Arrangement of tools in work stations **YES**

iv. Please indicate the sufficiency of the following:

- a. Temperature control Yes/ **No**
 b. Chemical hazard control Yes/ **No**
 c. Electricity hazard control **Yes**/ No
 d. Trip Hazard/ Fall Hazard **Yes**/ No
 e. Motor Vehicle Hazard **Yes**/ No
 f. Material handling/ ergonomic hazard **Yes**/ No
 g. Machine Guarding Hazard **Yes**/ No

v. Do they equip workers with personal protective equipment (PPE) appropriate to the work they do? **Yes**/ No

vi. Do they have written working instructions for each machine or tool? Yes/ **No**

How they make sure that workers understand those instructions? _____

vii. Is machinery provided with adequate safety guards? **Yes**/ No

viii. Do they have written procedures for storage, use and disposal of chemicals in a language that workers understand?
 Yes/**NO**

10. Quality Management System:

i. Do they have Quality Manual covering Quality Policy, Quality Objectives and Standard Operating Procedures (SOPs)? **Yes**/ No

If answer is yes, which certification do they have? _____ **ISO 9001** _____ (Obtain copy of certificate for record)

ii. Is Quality Policy displayed at proper places? **Yes**/ No

iii. Do they have a process equivalent to PPAP/ FAI Yes/ **No**

iv. Do they practice control plan? Yes/ **No**

v. Do they have a formal quality leader? **Yes**/ No

vi. Do they have a product specific manufacturing control plan/ quality plan? **Yes**/ No

vii. Do they have adequate inspection, measuring and test equipment? **Yes**/ No

viii. Are they good at calibration management- Yes/ **No**

ix. How good is verification management- Yes/ **No**

x. Do they have adequate change management system? Yes/ **No**

11. Suppliers/ Sub-Contractors management:

i. Do they have an approved list of material/ service suppliers? **Yes**/ No

ii. Do they have necessary quality control on supplier? **Yes**/ No

iii. How often suppliers quality fail on receipt? % rejection

iv. What is the mechanism of managing supplier quality failures

ii. Do they have any record demonstrating that the sub-contractors have monitored the working and environmental conditions meeting relevant standards? Yes/ **No**

12. Employment:

- i. What is the employment procedure (i.e. the final recruiting authority etc.)?
- ii. Do they have a signed copy of contract of employment with each worker? **Yes/ No**
- iii. Are workers informed about their legal rights as employees? **Yes/ No**
If answer is yes, by which method they are informed?
- iv. Do they hold workers' original identification documents? **Yes/ No**
- v. Does management require medical examination as a condition for employment? **Yes/ No**
If yes, what kind of examination it requires? _____

- vi. Who has access to test results of the examination? _____
- vii. What is employee turn over rate? _____
- viii. Do they keep an up-to-date list of employees? **Yes/ No**

13. Child Labor: (5 Marks)

- i. Do they have a policy on Child labor? **Yes/ No**
- ii. What is the legal minimum working age? **ABOVE 20**
- iii. What is the minimum working age in production facility? **22 YRS**
- iv. Do they possess evidence of the date of birth of each worker? **Yes/ No**
If yes, which kind of evidence do they hold? **School Certificate**
- v. Do they keep a list of workers under the age of 18? **Yes/ No**
- ix. Do workers under the age of 18 receive regular medical examination? **-**

14. Working Hours, Wages & Accommodation: (5 Marks)

- i. What is the standard working hours (excluding overtime) in a week? **8 HOURS**
- ii. How many shifts per day does your plant normally work? **2 SHIFTS**
- iii. How many hours of overtime per week? _____
- iv. Do they keep records of the hours worked by each worker every week? **YES**
- v. Please specify system of payment? **CASH**
- vi. Do workers receive paid sick leave and paid annual leave? **NO**
- xi. Is drinking water available to workers during work hours? **YES**
- xii. Do they have separate toilets for men and women **YES**
- xiii. Do they comply with local law for women employee working times **YES**
- xiv. Do they follow equal wage for men and women for the same task **NO**
- xv. Working hour for Piece Rate Hourly Per month as per factory act ok **PER MONTH**

15. Disciplinary Procedures: (5 Marks)

- i. Do they have a policy of disciplinary actions? **YES**
- ii. Are all the workers informed about the company's disciplinary procedures? **YES**
If yes, which methods do they use to ensure that all workers are informed about the policy and understand the disciplinary procedures? _____

- iii. Do they keep a log/ record of all disciplinary actions? **NO**

16. Health and Safety: (5 Marks) - welding and assembly process Job Risk Analysis and Safety Plan

- i. Do they have a policy on health and safety? Yes/ **No**
- ii. Do they carry out health and safety risk assessments? Yes/ **No**
- iii. Have they developed plans for continual improvement based on risk assessments and accident logs? **NO**
- v. Do they have a fire alarm that can be heard in all areas of the production site? **NO**
- vi. If yes, is the alarm regularly tested? **NO**
- v. Is the workplace provided with emergency exits? **YES**
- vi. How often do they check their firefighting equipment? **NO**
- vii. May workers access first aid equipment in the workplace during all shifts? **NO**
- viii. Are medically competent personnel within reach if an accident occurs? **NO**

17. Financial Strength & Capability: (20 Marks)

- i. Is the supplier/ vendor financially strong enough to manage a secure supply chain? **YES**
- ii. Does the supplier/ vendor maintain a bank account and accept payments through bank transfer? **YES**
- iii. What is the level of working capital that supplier is holding on an average in last FY
- iv. Sales Profile
 - a. 3 Years Ago
 - b. 2 Years ago
 - c. Last Year
 - d. This year projection
- v. Current Ownership and equity funding arrangement
- vi. Growth Plan in 3-5 Years
 - a. Key areas of future investment planned
 - b. Key source of funding
- vii. Does the supplier/ vendor in a position to extend supplies on credit?
If the answer is Yes, for what period? **60 DAYS**

18. Regulatory Registrations and compliance Assessment (5 Marks)

- i. Power connection **30KVA**
- ii. Sales Tax Registration **841152 dt. 22.02.2005**
- iii. Excise Registration Applicable **Yes/ No**
- iv. Excise Registration available **YES - AAIPB0614KXM001**
- v. PANCARD - **AAIPB0614K**
- vi. Service Tax -
- vii. Trade Registration - **33141345162**
- viii. Factory License -
- ix. Pollution Control Board Clearance **NO**
- x. TIN No
- xi. Company Registration - **D.DIS.NO.2447/S1/2007/PII dt. 19/04/07**

19. Social Responsibility and Engagement in Social Development: (5 Marks)

- i. Do they have orientation for social development and upliftment of their own employee families Yes/ **No**

- ii. Do they support their neighboring society and participate in social development Yes/ **No**
- iii. Are they funding any cause related to social development Yes / **No**
- iv. Are they having formal CSR Project Manager Yes/ **No**
- v. Do they spend considerable part of their profit for social cause Yes/ **No**
- vi. Are they certified for SA 8000 Yes/ **No**

20. Strategic Relationship Criteria: (10 Marks)

- i. Promoter Recommendations and strategic interest Yes/ No
- ii. Customer Recommendation Yes/ No **PGCIL Approval Planned in one year**
- iii. Support for social cause Yes/ No

16. Overall Summary of Supplier Assessment, recommendation summary and key Observations:

Qualitative Feedback on Supplier's Profile

Strengths	Weaknesses	Opportunity	Risks/ Threats
<ul style="list-style-type: none"> - Integrated machine shop, welding and assembly capability - Previously ALSTOM vendor for Base - Power Sector structural fabricator 	<ul style="list-style-type: none"> - Assembly Process - Project Management - Tooling capability - Lacks PGCIL Qualification 	<ul style="list-style-type: none"> - Regular supplier to wind turbine business. - Structural fabrication 	<ul style="list-style-type: none"> - Potential risks on intellectual property - PGCIL Qualification yet to be done

Overall Quantitative Assessment Score

Assessment Section Title	No of Quailing Questions	Qualifying questions answered	Overall Marks allotted	Overall Marks achieved	% Score	Key Observation
General Information & Company Overview			10	6		
Leadership and Organization Effectiveness			10	6		S&S Project Egr
Product Management and Strategic Planning			5	3		PGCIL Approval
Business Model			10	6		Tooling
Engineering, Project Management & Planning			10	4		Project Engineer
Manufacturing Capability			30	20		
Raw Material and Process Consumable Procurement			10	6		
Skill, Workmanship, Learning & Development			10	6		
Manufacturing Shop Operations - Floor Management			10	6		

Quality Management System			20	13		
Supplier/ Sub-contractor Management			10	7		
Employment			5	4		
Child Labor			5	4		
Working hours, Wages and Accommodation			5	4		
Disciplinary Procedures			5	3		
Health & Safety			5	2		Safety Points
Financial Strength and Capability			20	12		
Regulatory Compliance			5	3		
Social Responsibility			5	3		
Strategic Relationship Criteria			10	6		
Overall Score			200	124		

Overall Qualification Criteria: Must qualify all qualifying criteria and score more than % prescribed below.

(1) Passes all Prequalification Criteria

(2) Overall % Score

0-40%	40-60%	60%- 70%	70%-80%	➤ 80%
Deficient can't be approved for next 2 years	Improvement needed as per observation list and can be re-evaluated within 6 month	Conditionally approved with enhanced control by S&S Power Group	Strong supplier and approved for strategic engagement	Green Channel and Preferred Supplier
		<p>Approved only for one year</p> <p>All supplies must be inspected prior to shipment till next evaluation.</p> <p>Re-evaluation to be performed after one year.</p>		

17. Evaluation done by:

- i. Procurement Manager: Name S.RAVICHANDRAN Signature _____
- ii. Production Manager: Name T.BALAKRISHNAN Signature _____
- iii. Quality Manager: Name M.R.RANGARAJ Signature _____
- iv. Finance Manager : Name ... S.RAJESH..... Signature.....

18. Approved as Supplier by:

CEO: Name ASHOK VISWAKARMA Signature _____ Dated _____

Instructions for using Supplier Evaluation form for Supplier Selection:**Category & Recommended Evaluation Team**

Category	Sales	Engineering	Sourcing	Quality	Mfg	Finance
Trading of Catalogue items	No	NA	Yes	NA	No	No
Manufactured to S&S Print	No	NA	Yes	Yes	No	No
Manufactured to Supplier's Print	No	Yes	Yes	Yes	No	No
Standard Sourced Finished Goods	Yes	Yes	Yes	Yes	No	Yes
Contract Mfg/ Outsourcing	No	No	Yes	Yes	Yes	Yes
Engineered Sourced Finished Goods	Yes	Yes	Yes	Yes	Yes	Yes
Capital Goods	No	Yes	Yes	Yes	Yes	Yes
Services	No	NA	Yes	No	No	No

1. This evaluation form is to be used in those cases where annual purchase value for recurring purchase is more than 50 Lacs or one time purchase value is more than 100 Lacs.
2. In-spite of being detailed it requires a minimum qualification, education and experience to use effectively to minimize person to person variation. It is recommended to be used by a lead assessor with a minimum 10 years of professional experience in the similar field with sufficient business acumen and technical expertise.
3. Supplier should first fill this self-assessment and send along with assessment for the review by evaluation team.
4. It is not mandatory to make a physical visit always to perform supplier evaluation. Survey of website, telephonic interview, feedback from existing customers and market are creative ways to define the ratings.
5. For manufacturing capability assessment visit is preferred and the team for visit may be smaller to keep the cost of assessment optimum.
6. Once we have survey report filled by supplier, cross verification reports and personal visit reports where needed, a meeting of evaluation committee can be called and all the findings and ratings can be validated.
7. This evaluation form is to be used to approve suppliers in compliance with quality management system.
8. The evaluation team will depend upon the category and the table above will guide the evaluation team.
9. Note : For purchases below 50 L IT may consist of any or all of procurement manager, production manager and quality manager depending upon the nature of material/ service to be procured.
10. Sourcing manager can take a decision for one time purchase upto 5 Lacs for direct material and upto 1 lac for indirect material.
11. Once approved by the management, the supplier/ vendor should be included in approved list of suppliers as required to be maintained under quality management system.
12. A complete check is to be performed at least once in a year at the beginning of each calendar year.
13. Copies of evaluation and approval would remain available with procurement manager, quality manager and accounts department. However, permanent record shall be kept by the quality manager.
14. Supplier selection should not be mis-understood with process development or product approval. Once the supplier is selected vendor development engineers need to collaborate for process development and sample development. This may involve selection of equipment, design and manufacture of tools, development of control plans and process sheet etc. Process development has to be effectively achieved after supplier selection.
15. Supplier selection, process development has to follow with PPAP/ FAI Approval process. Separate sample approval process has to be followed to ensure the sample, pilot production and process get qualified before integrating into regular production line.