新供應商系統評鑑表
NEW SUPPLIER SYSYEM EVALUATION FORM

編號：
Number: _____
版次：
Version: _____

供應商名稱：
Supplier Name: _____
工廠所在地：
Factory Address: _____
主要產品 ：
Main Products: _____
評鑑日期 ：
Evaluation Date: _____

_____ _____
公司/工廠 簽章 日期/填表人/職稱
Company / Factory Seal Date / Filled Out By / Job Title

內容 Contents：

評鑑者 Evaluator

評鑑成員 Evaluation Members：

_____
_____
_____
_____

得分比率 Points Ratio

綜合評論 Comprehensive Comments

採購中心 主管簽名： Purchase Center Supervisor Signature: _____ ☐ APPROVE（ 80-100%） ☐ CONDITIONAL （70-79%） ☐ REJECT （< 70 %）	品保中心: QA Center: _____ 生產企劃: Production Planning: _____ 產品工程: Product Engineering: _____ 採購中心: Purchase Center: _____

新供應商系統評鑑表
NEW SUPPLIER SYSYEM EVALUATION FORM

供應商名稱: Supplier Name:	
廠址: Factory Address:	
評鑑日期: Evaluation Date:	供應商代表: Supplier Representative:
評鑑成員: Evaluation Members:	

改善對策應回函日 Required Reply Date of Improvement Strategy Letter		改善對策回覆負責人 Person In-Charge of Improvement Strategy	

項目 Item	本次評鑑發現缺失 Deficiences Found Through This Evaluation
1	
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TSE 興茂科技 TSE Technology CO.

新供應商系統評鑑表
NEW SUPPLIER SYSYEM EVALUATION FORM

供應商名稱 Supplier Name:

廠址 Factory Address:

評鑑日期 Evaluation Date: 供應商代表 Supplier Representative:

評鑑成員 Evaluation Members:

項次 Order	項目 Item	單項總分 Total Points for Single Item	評鑑得分 Evaluation Points	得分比率 Points Ratio	單元目標% Unit Objective %
1	品質系統 Quality System	40			80%
2	設計管制 Design Control	32			80%
3	採購/供應商/資材/物管管理 Purchasing/Supplier/Material/Substance Management	44			80%
4	產品識別與追溯 Product Identification and Tracing	20			80%
5	檢驗測試 Inspection and Testing	12			80%
6	生產過程管制 Production Process Control	28			80%
	綜合評分 Total Score	176	0	**0.00%**	

分數 Rating	評分標準 Rating Standards
4	在運作的證據中，確實執行良好 In the evidence of operation , the execution is performed well.
3	在運作的證據中，發現的問題尚未形成缺陷，但是必須警示 In the evidence of operation, the problem found haven't formed defect, but we should caution it.
2	在運作的證據中發現的缺陷爲偶發性現象，且不符合的影響局限於組織中者 In the evidence of operation, the defect found is incidental, and the effect of abnormality will only affect the member of orgnization.
1	在運作的證據中，發現一個部門或是數個部門的不符合且足以影響的整體運作或是客戶權益者 In the evidence of operation, the nonconformity found in one department or many department will affect the whole operation or customer benefits .
0	在運作的證據中，發現不符事實之證據或已嚴重影響交貨品質之項目 In the evidence of operation, the proof of nonformity found or item of affecting shipment quality.

Approved	80-100%
Conditionally Approved	70-79%
Rejected	< 70 %

接收：比率≧80%
條件接收：比率70-79% ；單項1分
拒收：比率< 70%；單項0分

新供應商系統評鑑表

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1: 品質系統要求 Quality System Requirements		單元分數: [0%]		Rating	
		得分項目: [0]	評分項目:[40]	(0~4)	附 註 Annotation
1.1	確保品質政策讓組織內所有階層瞭解並展開爲部門目標實施推行 Ensure that all organizational levels understand the quality policies and develop departmental objectives for execution.				
1.2	管理目標必須留下現況進展記錄可供審查(管理審查) Management objectives must leave current status development record for examination (management examination).				
1.3	文件明確定義管制特性選擇、品質目標設定方式、驗證解決方案執行、客戶需求處理、教育訓練、產品設計導入 Document clearly define control characteristic choices, quality objective setting methods, verification of solution program execution, customer requirement processing, educational training, and product design isntructions.				
1.4	指派管理代表之其中一員，完全授權推展品質系統運作並不受其它職務責任影響，並定期向管理階層報告以供審查 Appointment of 1 management representative, completely authorized to promote quality system operations, not influenced by other functions or responsibilities, and regularly reports to the management level for examination purposes.				
1.5	品質手冊應定義各項書面程序以符合品質系統與品質政策需求，並對於文件架構予以概要說明 The quality handbook should define each written procedure to conform to the quality system and the quality policy requirements, and gives the summary explanation regarding the document framework.				
1.6	先期產品的管制計劃應包括原型樣品、量產前、量產三個階段(QC工程圖) Before the appointed time, the product control plan should include the prototype sample, pre-mass production, and the 3 phases of mass production (QC engineering plan).				
1.7	制定內部稽核程序以規劃及實施內部稽核，從而驗證各項品質活動與相關結果之有效性 Set up of internal audit procedures to plan and implement internal audit, thereby verifying the validity of various quality activites and related results.				
1.8	針對所有影響品質活動的人員，制定明確程序以鑑定其訓練需求，並同時提供相關訓練 In accordance with those that influence quality activity personnel, formulation of clear procedures to appraise training requirements, and simultaneously provide relevant training.				
1.9	維持一套溝通程序將服務有關的資訊通報給製造、工程及設計部門(確認組織外部不符合訊息能讓組織內部知悉) Maintainance of a set of communication procedures to provide related information notification for the manufacturing, engineering, and design departments. (Confirmation to let internal organization lerans about news regarding non-conformity of external organizations.)				
1.10	明確定義統計工具技術使用的時機，並規定需明訂於管制計劃 Clearly definition of timing for statistical tool technology usage, and regulations must be clearly listed in control plan.				

新供應商系統評鑑表

2: 設計管制 Design Control		單元分數: [0%]		Rating	
		得分項目: [0]	評分項目:[32]	(0~4)	附 註 Annotation
2.1	對每一設計與開發活動擬定計劃，並界定其執行責任 Drafting of plan for each design and development activity, and limits its implementation duties.				
2.2	書面記載與產品有關的各項設計輸入需求，凡是不完備或混淆不清甚至與設計需求相抵觸事項，必須規範程序並主動與提出需求者共同解決. For the written record and related product design input requirements, incomplete, confusing or conflicting items with the design requirements must be solved through standard procedures and voluntarily with the demanding person.				
2.3	設計輸出應該有辦法鑑定產品安全性考量與驗證(包括儲存、搬運) The design output should have the means to appraise product safety consideration and verification (including storage and transport).				
2.4	設計活動具備成本、性能、風險權衡評估分析 Design activity must have cost, function, and risk weighing, appraisal, and analysis.				
2.5	在適當階段針對設計結果進行審查並留下書面記錄 At the appropriate phase, carry out examination with regards to design and leave written record.				
2.6	設計變更和修改必須經過權責人員審查與核准，並同時獲得客戶書面核准或同意其變更內容 Design changes and revisions must undergo examination and approval by authorized personnel, and simultaneously obtain customer's written approval or agreement with its change contents.				
2.7	設計文件與資料在分發之前，應該透過文件管制程序核准與發送，避免無效或作廢的文件誤用(工程圖面、工程標準、CAD數據資料、承認書、檢驗指導書、測試程序書、工作指導書、作業程序書、物料規範) Before distribution of design document and material, these should go through document control procedure approval and dispatch to avoid misusing invalid or void documents (engineering sketch, engineering standards, CAD statistical data, acknowledgement letter, examination instruction book, test procedure book, work instruction book, operational procedure book, or material standards).				
2.8	如果客戶工程標準/規格變更時，有明確的書面作業程序規範，讓變更內容能被即時(工作天)記錄、審查、分發、執行 If customer's project standards / specifications change, there has to be explicit written operational procedure standards for the change contents to be immediately (workday) recorded, examined, distributed, and executed.				

新供應商系統評鑑表

3: 採購/供應商/資材/物管管理 Purchasing/Supplier/Material/ Substance Management		單元分數: [0%]		Rating	
		得分項目: [0]	評分項目:[44]	(0~4)	附 註 Annotation
3.1	關于採購流程是否有明確的規範 Are there clear standards for purchasing processes?				
3.2	對採購年度cost down 目標及計劃是否訂定, 如何review How is the review formulated with regards to annual purchasing cost down objectives and plans?				
3.3	針對原材料不良處理是否有明確的作業規範 Are there clear operational standards for handling of bad raw materials?				
3.4	在物料管控方面是否有一套明確的作業方式,取得廠商,廠內的訊息,如庫存,產能 Is there a clear operational method with regards to the material management aspect to obtain supplier and internal factory messages, like warehouse storage and production capacity?				
3.5	新供應商的引進是否有明確的管理規範 Are there explicit management standards for new supplier introduction?				
3.6	目前是否有"供應商的評鑑"作業規範 At present, are there "Supplier Evaluation Form" operational standards?				
3.7	目前驗收材料是否有進料檢驗規範 At present, are there incoming material inspection standards for checking and accepting materials?				
3.8	檢驗設備是否有定期校正 Are there periodic adjustments for inspection equipment?				
3.9	倉庫的管理是否有明確的作業規範 Are there explicit operational standards for warehouse management?				
3.10	針對不良品,待判定品是否有明確的區域劃分 Are there clear areas or demarcations for bad products and products awaiting determination?				
3.11	超過期限之異常處置流程是否明確 Are there clear processes for unusual handling of those exceeding the alloted time?				

新供應商系統評鑑表

4: 產品識別與追溯 Product Identification and Tracing		單元分數: [0%]		Rating	
		得分項目: [0]	評分項目:[20]	(0~4)	附 註 Annotation
4.1	供應商對所有產品均制定程序進行識別與追溯 The supplier formulates procedures and conducts identification and tracing for all products				
4.2	必須針對不符合要求(或疑似不合格)的產品進記識別、記載、評估、隔離、處置、通知 With regards to non-conforming required (or resembling non-conforming) products, carry out identification, recording, assessment, isolation, handling, and notification				
4.3	材料特採流程對於審核的權責有明確規定 There are explicit regulations for examining authority of material special selection processes				
4.4	對於特採的材料有矯正措施後續追蹤 There are follow-up tracing for special selection of materials after rectification measures				
4.5	矯正預防措施所引起的任何程序變更，必須加以執行與記錄 There must be additional implementation and recording of any procedural change brought about by rectification and preventive measures				

新供應商系統評鑑表

5: 檢驗與測試 Inspection and Testing		單元分數: [0%]		Rating	
		得分項目: [0]	評分項目:[12]	(0~4)	附 註 Annotation
5.1	供應商在檢驗與測試應該建立的記錄，應詳細定義在品質計劃或書面程序中 In the record that must be established for inspection and testing, supplier must define these in detail through quality plan or written procedures				
5.2	供應商應該確保在未經檢驗或其他驗證符合規定要求之前的材料，不可被使用 Supplier must ensure that materials must not be used before examination or other verification to confirm with regulations				
5.3	供應商是否制定產品可靠度測試驗證 Does the supplier formulate product reliabilty test and inspection?				

新供應商系統評鑑表

6: 生產過程管制 Production Arrangement Control Procedures		單元分數: [0%]		Rating	
		得分項目: [0]	評分項目:[28]	(0~4)	附 註 Annotation
6.1	是否有明確生產排程管制流程 Are there clear production arrangement control procedures?				
6.2	是否有"外包"作業規範,執行情況爲何 Are there "external contractor" operational standards? How is the implementation status?				
6.3	若業務緊急接單生管于廠內如何反應于何時可確認交期是否OK How does the internal factory respond to business urgency of receiving orders? When can there be confirmation that turnover period will be OK?				
6.4	對所有新的製造過程進行過程研究,以驗證過程能力並爲程序控制.過程研究結果是否形成檔案,並附有生產、測量和試驗方法的適當規範以及維護說明 With regards to mew manufacturing, execution process, research, test and verification process capability as control procedure, if the result of the research process becomes files, attach in the production, test measurement and examination method with appropriate standard to uphold with explanation.				
6.5	製造過程的監測和測量過程的檔案是否包括過程能力、可靠性、可維護性和可穫得性的目標及接收準則. Monitor of the manufacturing process, survey process files if it includes process capability, reliable nature, can be maintain nature and can obtain nature, objective, acceptable standards, whether it can control by planning identification as instable and insufficient power characteristic to start application reaction plans?Whether or not the reaction plans includes application, control process.				
6.6	是否對於已在控制計劃中標識爲不穩定和能力不足的特性啓動適當的反應計劃?反應計劃是否包括適當的控制過程輸出和100%檢驗. Whether it can control by planning identification as instable and insufficient power characteristic to start application reaction plans?Whether or not the reaction plans includes application, control process output and 100% test.				
6.7	是否保持過程變更生效日期的記錄. Whether or not its maintenance process changes, effective date records.				