Supplier Management Process (CQI-19) Readiness Checklist

AIAG has developed this checklist as a management tool to help determine their organization’s readiness for compliance with the AIAG Subtier Supplier Management Process (CQI-19). There is no specified number of correct responses required. Rather, the negative responses to questions indicate where the organization has a gap in compliance that should be addressed.

☐  Is your organization compliant with ISO 9001:2008?
   ○  Third party certification preferred

☐  Has your organization implemented the AIAG Advanced Product Quality Planning with Control Plan Reference Manual (APQP) manual?

☐  Has your organization implemented the AIAG Measurement Systems Analysis (MSA) Reference Manual?

☐  Has your organization implemented the AIAG Production Part Approval Process (PPAP) Manual?

☐  Has your organization implemented the AIAG Potential Failure Mode and Effects Analysis Reference Manual?

☐  Has your organization determined and documented all Special¹ and Pass Through Characteristics² (PTCs)?

☐  Does your organization ensure that these characteristics are included in the Control Plan?

¹ A product (e.g. component, sub-assembly, assembly) characteristic or manufacturing process parameter that can affect safety or compliance with regulations, fit, function, performance, or subsequent processing of product
² Are part characteristics which are not controlled or functionally tested anywhere downstream in the supply chain and would have a significant impact on customer satisfaction and/or warranty. PTCs are ultimately supplied to an OEM customer (i.e. it will “pass through”).

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Has your organization implemented appropriate actions to prevent nonconformities on characteristics listed on the Control Plan?

Has your organization made the quality function an integral part of your sourcing selection process?

Does your organization ensure that supplier financial stability is reviewed before source selection?

Does your organization ensure that any commercial laboratories used are accredited?

Does your organization verify supplier capacity and operating plans before full production approval?

Has your organization implemented supplier metrics that include delivery and PPM or an index that includes rejected and/or returned material?

Is your organization compliant with AIAG Special Process requirements as applicable, e.g. heat treat (CQI-9)?

Has your organization defined the part/program requirements prior to supplier selection? See CQI-19.

Does your organization maintain appropriate and current information on suppliers and potential suppliers? See CQI-19.

Does your organization maintain a “bid list” for suppliers considering appropriate information? See CQI-19.

Does your organization conduct an on-site assessment of one or more potential suppliers before selecting a source?
CQIA-19
Readiness Checklist for Subtier Supplier Management Process
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- If so, does the assessment include appropriate content? See CQI-19.

☐ Before selecting a supplier, does your organization gather the minimum expected information for a technical review by a cross functional team to determine supplier capability? See CQI-19.

☐ Does your organization select suppliers on more criteria than just piece price?

☐ Does your organization ensure that provisions for supplier prevention/detection are adequate for PTCs during APQP?

☐ Does your organization plan and validate the measurement system, e.g., the people, devices, methods and applicable procedures?

☐ Does your organization conduct a cross-functional on-site readiness review with appropriate content for high-risk parts or suppliers before verifying formal capacity? See CQI-19.

☐ Does your organization complete all applicable PPAP elements for new or revised products and production processes regardless of level of submission requested by the customer?

☐ Does your organization prepare appropriate pre-launch and production versions of Control Plans prior to launch?

☐ Does your organization require PPAP of your suppliers for products you supply to customers who require PPAP?

☐ Does your organization verify that your suppliers can meet quality requirements at the quoted capacity prior to launch?
Does your capacity verification of your suppliers consider their total plant capacity for all customers?

Does your organization have work instructions at the work stations for all value-added work that could affect quality?

Has your organization clearly communicated to suppliers that no product or production process changes should be made after PPAP without customer approval where required?


Does your organization meet with suppliers on a regular basis, annually or more often as needed, to review supplier performance and help develop continual improvement plans?

Where a quality problem has impacted your organization or its customer, does your organization require the supplier to complete a formal problem solving process with root cause analysis and corrective action? See CQI-20.

Does your organization develop an annual audit plan for conducting ongoing supplier audits at an appropriate frequency considering applicable supplier risk factors? See CQI-19.

Has your organization specified the criteria for which suppliers need to be developed?

Has your leadership assigned adequate and appropriate resources to supplier management/development?
Does your organization work with suppliers to develop and implement a collaborative improvement plan that addresses “systemic” root cause(s) of problems? See CQI-20.

Does your organization develop action plans to address the highest risk and worst performing suppliers?

Does your organization engage any third-party certification bodies for the purpose of properly identifying and reporting systemic issues causing chronic performance problems arising from the supplier’s certified facilities and systems?

Does your organization use CQI-19 Appendix E as the minimum content for supplier risk assessments?

Does your organization use CQI-19 Appendix F as the minimum content for supplier quality system assessments?

Does your organization use AIAG Global Materials Management Operations Guideline/Logistics Evaluation (MMOG-LE) for the logistics function?

Does your organization use AIAG Key Acronyms and Key Terms? (See AIAG A-1, A-2)