**Step 2 - Critical Key Supplier (CKS) On-Site Assessment**

**(Step 1 is obtaining Supplier Qualification Questionnaire 9AKK102951 for Critical/Key Suppliers only.)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information TODAYS DATE** | | | | | | | | | | |
| SUPPLIER NAME | |  | | | STREET ADDRESS | | | |  | |
| CITY | |  | | | STATE, ZIP | | | |  | |
| TAX ID # (obtain W9 copy) | |  | | | Credit Rating by 3rd Party/ Dunn & Bradstreet Number | | | |  | |
| Business Experience: “X” | | Automotive: |  | Aerospace: | |  | | General Industry: | |  |
| Category of Supplier: (see \* for definition) “X” | | Minority: |  | Small Business: | |  | | Woman-Owned Business: | |  |
| Supplier Type:  “X” | | Design: |  | Build: | |  | | Machine and Fabrication: | |  |
| Commodity Focus: |  | Consultant: | |  | | Assembly: | |  |
|  |  | |  |  | | |  | | |  |
| Supplier Audit Contact: | Name | | Title | Phone Number | | | E-Mail Address | | | Mobile |
|  |  | |  |  | | |  | | |  |

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| Company Specific Information | | | | | | | | | | | | | | | | | | |
| Is building owned/leased/rented, etc.? | |  | | | | | | | Union or Non Union: | | | |  | | | | | |
| Structure Type: | |  | | | | | | | Structure Age (years): | | | |  | | | | | |
| Size of Facility:  (in sq ft.) | | Total: |  | | Administrative offices: | |  | Machining/  Fabrication: | | |  | Assembly: | |  | | Engineering: | |  |
|  |  | | |  | |  | | | |  |  | | | |  | |  |  |
| In House Capabilities:  “X” | Large Fabrications:  (weldments) | | |  | | Precision Grinding: | | | |  | ID/OD Grinding: | | | |  | | Jig Boring: |  |
|  | Specialty Welding: | | |  | | Paint/Powder Coating: | | | |  | Press Brake: | | | |  | | CMM Inspection: |  |
|  | EDM: | | |  | | Black Oxide: | | | |  | Boring Mill/Size: | | | |  | | Controls Wiring: |  |
|  | CNC: | | |  | | Surface Finish/Hardness Testing: | | | |  | Laser/Water Jet Cutting: | | | |  | | Inventoried Product: |  |
| Competitive Bidding Value “X” | < $5000 | | |  | | < $25,000 | | | |  | < $125,000 | | | |  | | >$125,000 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ENGINEERING:** | | Please “X” answers below and make notes. | | | |
| **Question** | | **Yes** | **No** | **Comments** | |
| Full AutoCAD design capabilities? | |  |  |  | |
| Full SolidWorks design capabilities? | |  |  |  | |
| Able to convert and process customer format electronic part print files, (Unigraphics, CATIA, Ideas, etc)? | |  |  |  | |
| Does your company have, or have access to simulation software? | |  |  |  | |
| Is anyone at your company PE certified? | |  |  |  | |
| Do you utilize 3rd party engineering tool aids, i.e. FMEA’s: | |  |  |  | |
|  | |  |  |  | |
| **Describe key strengths of this supplier not covered above and provide any additional comments below:** | | | | | |
|  | | | | | |
|  |  | |  |  | |
| **Name of person completing this assessment:**  **PLEASE PRINT** |  | | | **Date Completed:** |  |
| **Title:** |  | | | | |
| **Signature:** |  | | | | |

\***The following terms describe the three categories of business:**

**Minority Business**. A business that is at least 51 percent owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group - namely, U.S. citizens who are Black Americans, Hispanic Americans, Native Americans, or Asian Americans. (Native Americans are American Indians, Eskimos, Aleuts, and Native Hawaiians. Asian Americans are U.S. citizens whose origins are Japanese, Chinese, Filipino, Vietnamese, Korean, Samoan, Laotian, Kampuchean (Cambodian), Taiwanese, in the U.S. Trust Territories of the Pacific Islands, or in the Indian subcontinent.)

Please specify if you are a member of MMBCD (Michigan Minority Business Council Development).

**Small Business**. A business, including an affiliate, that is independently owned and operated, is not dominant in producing or performing the supplies or services being purchased, and has no more than 500 employees, unless a different size standard has been established by the Small Business Administration (see 13 CFR 121, particularly for different size standards for airline, railroad, and construction companies). For subcontracts of $50,000 or less, a subcontractor having no more than 500 employees qualifies as a small business without regard to other factors.

**Woman-Owned Business**. A business that is at least 51 percent owned by a woman (or women) who is a U.S. citizen, controls the firm by exercising the power to make policy decisions, and operates the business by being actively involved in day-to-day management.