

Prospective Supplier Profile Questionnaire

未来供货商问卷调查

Supplier Name(供货商名称) : _____

Product(产品) : _____

Date (日期) : _____

Document No(文件编号) : _____

Approval(承认者)



Please Return the Chi Mei Questionnaire to SQE of Quality Reliability Assurance Dept. by e-mail to the Following Address (请将完成之问卷调查以电子邮件的方式寄至奇美之 SQE, 邮件地址如下):

COMPANY SIGNATURE
(公司签章)

*Thank You for Your Time and Efforts in
Completing This Questionnaire.
(感谢您配合完成此问卷调查)*

Purpose(目的)

The purpose of the Prospective Supplier Profile Questionnaire is to provide Chi Mei top management with an initial supplier's organization, infrastructure, and operational methods to determine if the supplier meet Chi Mei's requirements.

(此份“未来供货商问卷调查”主要是让奇美高阶管理人员了解该供货商之组织架构, 运作方式, 以确定该供货商是否满足奇美之要求。)

Scope(适用范围)

The intent of this questionnaire is a tool to be used in evaluating prospective suppliers in general. It should not be a binding agreement between the supplier and Chi Mei. It is also not meant to replace the quality process or quality management audits used to audit existing supplier. (此份问卷调查是作为评定供货商的工具之一, 并不是代表供货商与奇美之间的协议, 也不是意味此份问卷调查取代奇美公司对 贵公司之质量工程或质量管理之稽核。)

To obtain the information adequacy of a prospective supplier, the Chi Mei Supplier Quality Engineering Dept. SQE will be the window of contact for the entire supplier qualification development process. (关于未来供货商的资格审核程序之相关问题, 请直接连络奇美公司之 SQE。)

The questionnaire consists of eleven parts(此问卷调查是由十一个部份所组成):

- 1) Company Profile (公司简介)
- 2) Location & Address (公司地址)
- 3) Technology (技术方面)
- 4) Quality (质量方面)
- 5) Manufacturing Capacity (制造能力方面)
- 6) Delivery (交期方面)
- 7) Responsiveness (配合度方面)
- 8) Cost (成本方面)
- 9) Environment (环境方面)
- 10) Safety and Health (安全与卫生方面)
- 11) Management (管理方面)

Please feel free to attach any additional information for proper understanding of this report. (如有任何助于本公司了解 贵公司之资料, 请随件附上。)

Note: Chi Mei will not solicit any disclosure of proprietary or confidential information to others.

(注: 此数据本公司将列为机密文件数据, 仅供公司内部参考。)

1) Company Profile (公司简介)**Office clerk(%): (办事员人数百分比)**

1. Supplier Name (公司名称)			
2. Year established (成立时间)	2000.3		
3. List 5 largest customers by sales volume. (请列出 贵公司之前五大客户名称。)	1)业务 2) 3) 4) 5)		
4. List all awards that have been received from customers for the past 5 years. (请列出 贵公司近五年来所获得之客户颁发之奖章。)	品保		
5. Please attach a copy of your company's organization chart. (请附上 贵公司之公司组织图。)	Yes or No		
	2000	1999	1998
6. Total capital (in US\$) (总资本额)	业务		
7. Total annual Sales (in US\$) (年度营业额)	业务		
8. Net Profit (sales after tax) (in US\$) (税后净利)	业务		
9. Total Employees (persons) (总员工数)	管理部		
	Management(%): (管理阶层人数百分比)	管理部	
	Tech./Eng.(%): (技术/工程人数百分比)	管理部	
	Production(%): (生产线人数百分比)	管理部	
	QA/QC(%): (品保/品管人数百分比)	管理部	
	Office clerk(%): (办事员人数百分比)	管理部	
10. What is your employees' turnover rate? (Turnover rate = total employees left / total employees * 100%) (贵公司近年来之员工流动率为多少? 流动率=离职员工数/总员工数 * 100%)	管理部		

2) Location & Address (公司地址)

1. Head Office Location (公司总部地址)	
Contact Person (联络人):	业务
Address (地址):	业务
Tel (电话):	业务
Fax (传真):	业务
2. Factory Location(Please list all factory, including subcontractors) (工厂地址—请列出所有工厂及外包工厂之地址)	
Contact Person (联络人):	管理部
Address (地址):	管理部
Tel (电话):	管理部
Fax (传真):	管理部
Contact Person (联络人):	管理部
Address (地址):	管理部
Tel (电话):	管理部
Fax (传真):	管理部
3. R/D Location (研发部地址)	
Contact Person (联络人):	研发部
Address (地址):	研发部
Tel (电话):	研发部
Fax (传真):	研发部
4. Taiwan Local Office or Agent (台湾地区办公室或代理商)	
Contact Person (联络人):	业务部
Address (地址):	业务部
Tel (电话):	业务部
Fax (传真):	业务部
5. Global Support Center(Please list all support center in the world) (全球支持中心—请列出所有支持中心之数据):	
Contact Person (联络人):	业务部
Address (地址):	业务部
Tel (电话):	业务部
Fax (传真):	业务部
Contact Person (联络人):	业务部
Address (地址):	业务部
Tel (电话):	业务部
Fax (传真):	业务部
Total persons in global support center (全球支持中心之总员工数):	
1. Management Team (经营团队)	

Function	Name	Title	Report To
Top Management	管理部		
Manufacturing	管理部		
Engineering	管理部		
M/P/C	管理部		
Purchasing	管理部		
Quality	管理部		
Marketing	管理部		
Total persons in management team (经营团队总人数):			

2. Engineering / QC /QA Work Force				
Job Title	R/D	M/E	QC/QA	Total
President	管理部			
Director	管理部			
Manager	管理部			

3) **Technology (技术方面)**

1. How long does it take to develop a new product? (贵公司在开发新产品时所需要之时间为几天?)	研发
2. Do you have Advanced Design Engineering team? If so, how many? (贵公司是否有先进技术团队?如果有,团队成员人数?)	研发
3. Provide a leading edge technology product or technology road map. (提供尖端科技产品或产品技术趋势说明图。)	研发
4. Average working experience in Engineering Management team. (工程管理人员之平均工作年资。)	管理部
5. Average working experience in Engineering Design team. (工程设计人员之平均工作年资。)	研发
6. How many are your suppliers? How to control material difference at MP for each lot product? (贵公司有多少供货商?在量产时;每一批产品如何掌控不同的原材料?)	资材
7. What is your development Plan? (贵公司产品开发的计划为何?)	研发
8. How to control texture、 injection、 stamping and tooling management quality before MP? (在量产前;如何去掌控模具、射出、冲压和治具管理的质量?)	品保/研发

4) Quality (质量方面)

1. Average working experience in quality Management team. (质量管理阶层人员之平均工作年资。)	管理部
2. Average working experience in quality Engineering team. (质量工程阶层人员之平均工作年资。)	品保部
3. Did you pass ISO 9000、ISO 9001、ISO 9002、QS 9000 certification and grant in? (贵公司是否通过 ISO 9000、ISO 9001、ISO 9002、QS 9000 之品质认证?)	品保部
4. Do you have documented quality program? (贵公司是否将质量计划做成文件记录?)	品保部
5. Do you have second tier supplier quality management program and document? (贵公司是否有第二阶供货商质量管理计划并做成文件记录?)	品保部
6. Do you have SPC (Statistical Process Control) system and document it? (贵公司是否有 SPC 系统并做成文件记录?)	品保部
7. Do you have AFR (Average Failure Rate) goal and document it? (贵公司是否有 AFR 目标并做成文件记录?)	品保部
8. Describe your MTBF (Mean Time Between Failure) prediction procedure. (请说明贵公司对 MTBF 之预估程序。)	品保部
9. Do you have quality prevention program and document it? (贵公司是否有质量预防计划并做成文件记录?)	品保部
10. Do you have CIP (Continuous Improvement Plan) program and document it? (贵公司是否有持续改善计划并做成文件记录?)	品保部
11. Do you have risk management and document it? (贵公司是否有风险管理并做成文件记录?)	品保部
12. Do you have AVL (Approved Vendor List)? (贵公司是否有供货商承认名单?)	品保部/资材
13. Do you maintain a documented supplier qualification program? (贵公司是否有持续做供货商资格审查?)	资材/品保

14. What's the warranty of your products? (贵公司产品之保证期为几年?)	业务
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5) **Manufacturing Capacity (制造能力方面)**

1. How long does it takes to provide sample? (样品制造能力与时间的掌握如何?)	研发
2. Does critical process implemented the SPC? (重要制程是否有使用 SPC 管制?)	品保
3. What is the process to improve process efficiency and capacity? Please describe in detail. (如何提高生产效率进而提升产能? 请阐述之。)	研发
4. What is the process to perform the effectiveness of Machine management? Please describe in detail. (是否有一套良好的方式或计划,去控制各种生产机器设备的参数? 请阐述之。)	研发/品保
5. Can you provide a dedicated production line for Chi Mei? (是否愿意接受专线生产?)	业务
6. Can you provide the First Article inspection when change production line, or changing shift? (在换线时或机台重新设定与开机,是否有做首件检查?)	品保
7. Do you follow the SOP and SIP? (是否有依照标准作业程序与标准检验程序的指示作业?)	研发/品保
8. List a manufacturing technology capability. (请列出生产技术之能力。)	研发
9. Maximum capacity per day (8 hours) per line. (每天八小时每条生产线之最大生产量。)	研发
10. Manufacturing process bottle neck. (制造过程瓶颈。)	研发
11. Average working experience in Manufacturing Management team. (生产线管理阶层之平均工作年资。)	管理部
12. Average working experience in Manufacturing Engineering team. (生产线技术人员之平均工作年资。)	制造部
13. Do you have any of the following soldering process: COB, COG, etc... (贵公司	

是否有任何的跟追焊接制程: COB, COG, 等等...)	
14. How many hours do you need for changing production line? (转换/变更生产线需要多少时间?)	研发
15. What is the investment capital equipment? Any plan to purchase advanced equipment in the next 6 month? (贵公司现有的主要生产设备有多少钱? 是否有任何的新增设备在六个月购入?)	

6) Delivery (交期方面)

1. What is the yearly on-time delivery percentage? (贵公司之年度准时交货率为多少?)	2000: __%业务 1999: __% 1998: __%
2. Who is your forwarder? (贵公司之运输配合业者为何?)	资材
3. How many working day lead-time is needed for normal order? (对于客户之一般定单的标准产品交期为几天?)	资材
4. How many working day lead-time is needed for emergency order? (对于客户之紧急定单的产品交期为几天?)	资材
5. Do you have AMHS (Automated Material Handling System)? (贵公司是否有自动仓储系统?)	资材
6. What kind of stock rotation system do you use for raw materials and finished goods? (贵公司在原料及成品上之自动仓储系统为何种类型?)	资材
7. Is EDI (Electronic Data Interchange) system ongoing or not? If not, do you have any plan? (贵公司目前是否有EDI电子数据交换系统? 若无, 是否计划导入该系统?)	资材
8. Do you have any capacity expansion plan? If yes, please describe detail. (贵公司是否有产量扩充计划? 若有, 请阐述之。)	业务
9. Do you have local (Taiwan) logistics system? (贵公司在台湾是否有发货仓库?)	资材

10. Do you have local (Taiwan) RMA (Return <u>M</u> aterial <u>A</u> uthorization) replacement system? (贵公司在台湾是否有 RMA 处理中心?)	资材
11. How many days are needed for RMA? (贵公司在处理 RMA 时,需要多少天?)	资材/业务

7) **Responsiveness (配合度方面)**

1. Do you have local (Taiwan) representative? How many? (贵公司是否有驻台代表? 多少人?)	业务
2. How do you handle emergency inquires for weekend? (贵公司是如何处理发生在节假日之紧急状况?)	管理部
3. Do you provide new product training? (贵公司是否对客户提 供新产品新知之训练?)	业务
4. Do you provide joint design review and qualification? (贵公司是否会共同参与奇美之设计检讨与评估?)	业务/研发
5. Do you have set up factory by overseas? If yes, please describe detail. (贵公司是否有在海外设厂? 如果有, 请阐述之。)	
6. Does you provide design guide reference report? (贵公司是否能提供设计参考规范?)	研发

8) **Cost (成本方面)**

<p>1. Do you have cost down plan? If yes, please describe detail. (贵公司是否有降低成本之计划? 如有, 请阐述之。)</p>	<p>研发</p>
<p>2. How about your stocks control status (how many days?) for raw materials and finished goods? (贵公司对于原料及成品之库存管理为几天?)</p>	<p>资材</p>
<p>3. Do you provide a detailed cost structure to customer? (贵公司是否能提供产品之成本结构分析给与客户?)</p>	<p>业务</p>
<p>4. Do you provide free samples for customer's evaluation? IF yes, how many samples you can provide? (贵公司是否能提供免费样品供客户作为测试之用? 如果是, 最多能提供多少个样品?)</p>	<p>业务/资材/研发</p>

9) Environment (环境方面)

1. Did you pass ISO 14000 certification? (贵公司是否通过 ISO 14000 之质量认证?)	品保
2. Do you have environment improvement plan or policy and document it? (贵公司是否有环境改善计划或方针并做成文件记录?)	品保
3. Do you have recycle plan for packing parts? (贵公司是否针对包装材料做在再生利用?)	品保/研发
4. Did you implement the environmental training? (贵公司是否有无环保教育训练?)	品保
5. How to appropriate handling the pollution in the manufacture? (制程污染是否有经过适当的处理?)	管理部/研发/品保
6. Does supplier's waste storage identify properly? (污染废弃物储存标示是否妥当?)	管理部/研发/品保
7. How to identify separate and classify waste material? (厂内是否有作废弃物管理? 分类是否确实?)	管理部/研发/品保
8. Does waste treatment company have an appropriate license? (事业废弃物处理厂商;是否领有职照且适当?)	管理部
9. Do you have use green design their product? (设计时;是否尽量减少污染源)	研发
10. What's management level's resolution of environment at protection? (高阶主管对环保的决心为何)	厂长
11. What's acceptance of environment protection concept? (厂内对环保接受程度为何?)	管理部

10) Safety and Health (安全与卫生方面)

1. Do you have health and safety management Dept.? (贵公司是否设置安全卫生管理单位?)	管理部
2. Did you have actually implement the auto checking system? (贵公司是否有实施自动检查系统?)	管理部
3. Did you have implement the health、safety、emergence response training? (贵公司是否有实施安全卫生教育及预防灾变之训练?)	管理部
4. Do you have employee health and safety handbook? (贵公司是否有制定劳工安全卫生手册?)	管理部
5. Have you gather accident reported statistics? (贵公司是否有办理职业灾害统计?)	管理部
6. Did you have implement the physical examination for each employee? (贵公司是否有对员工实施体格检查?)	管理部
7. Does management team conducted a proper health and safety training programmed? (贵公司相关作业主管人员;是否有接受安全卫生训练?)	管理部
8. Can you have provide MSDS to employee? (贵公司是否有针对危险物品,提供劳工必要安全卫生事项?)	管理部
9. Do you periodically perform environmental test? (贵公司是否有对作业环境定期检测?)	管理部
10. Do you have follow the legal requirement to set fire control safety devices? (贵公司是否有依法令设置消防安全设备?)	管理部

11) **Management (管理方面)**

1. What's your management philosophy or company mission statement? (贵公司的管理哲学或管理宗旨为何 ?)	厂长
2. What's percentage of your annual revenues have been invested in R&D over last 3 years? (贵公司过去 3 年投入在研发上的经费之比率为多少?)	财务部
3. What's your training course plan over last 3 years? (贵公司过去 3 年之训练课程之计划为何?)	管理部
4. Do you have JIT (Just in Time) system? (贵公司是否有 JIT 系统?)	资材