

## 1.0 Determine Supplier Category (By Level)

When a new Supplier is selected, evaluated or re-evaluated, the SRT Chair, with support from the Purchasing Agent, will determine / confirm the Supplier Type (as defined below) and take into account customer requirements, price and associated risk. A Desk Audit may be performed on suppliers by review of a Supplier Survey or review of C of C content and accuracy. Additional audits of suppliers are not required if the supplier maintains separate approval as a supplier to SCI's end customer. Customer approval does not absolve Sun Country from performing necessary verification activities.

Level	Classification	Description	Evaluation Method
I	Critical Supplier	Sole source, sole product, proprietary product. Also includes Customer-mandated sole source suppliers.	*Supplier Survey, Site Visit and / or Audit**
II	Non-critical Supplier	Multiple sources available. Also includes Customer-specified suppliers.	Supplier Survey required
III	General	Non-critical, multiple source / distributors; typically COTS and service providers.	Supplier Survey required
IV	Exempt	Suppliers that do not have a direct impact on product prior to shipment.	No Supplier Survey is required.
IAS	Inactive	If it is found that a supplier has been inactive for 24 months or more, the SRT may change the status of the supplier to Inactive Supplier (IAS)	As defined in Section IV, "Supplier Status Decision"

\*A Site Visit is not required for suppliers that are ISO 9001 (QMS – Requirements), AS9100 (QMS – Requirements for Aviation, Space and Defense Organizations) registered, or ISO 17025 (General Requirements for the Competence of Testing and Calibration Laboratories) accredited. A copy of the supplier certificate of registration or accreditation will be filed with the initial supplier survey if available.

\*\* Customer-mandated suppliers do not require a Site Visit and / or Audit unless otherwise identified by the Supplier Review Team (SRT) and record maintained. *Note: Customer- mandated suppliers are identified in the supplier-related metric.*

## **2.0 Evaluate Requirements, Select Supplier**

Working with Planning, Quality and Engineering, as applicable, the Purchasing Agent will determine the job / material / service requirements that are needed for a job. When available suppliers have been identified, Request for Quotes may be submitted and evaluated by the Purchasing Agent. Supplier selection will be based on the Supplier Selection criteria defined above, price and availability to deliver the product or service based upon SCI and Customer needs.

*Note: If customer approval is required for the OV process or raw material (such as Honda special processes or for GE VSE parts), only customer approved suppliers will be considered.*

## **3.0 Complete Supplier Survey**

The applicable Purchasing Agent, will forward the Supplier Survey to the supplier for completion. The website containing reference to Supplier Selection and Evaluation process and the Supplier Quality Provisions (SQP) is identified on [PURF-2.1 Supplier Survey](#). The criterion for not selecting a supplier is also identified. “Supplier Survey (PURF-2.1) and certificate of registration or accreditation for suppliers pre-dating the release of this process may not be available. In lieu of the Supplier Survey, the Supplier Performance Evaluation completed by the Supplier Review Team, will serve as evidence of the initial supplier evaluation.

A Level I supplier on-site audit may be necessary for critical / sole source suppliers where supplier partnering is required due to our business relationship and / or criticality of the component / product. Due to the cost and time demands associated with an on-site audit, the SRT will make this recommendation with final determination made by the Senior VP & General Manager regarding an on-site audit requirement. The Senior VP & General Manager, working with the SRT, will identify an acceptable alternative to fully evaluate the supplier.

## **4.0 Review Supplier Survey / Audit Results**

The Supply Chain Manager and the VP of Quality will review the completed [PURF-2.1 Supplier Survey](#) (or audit) information for potential supplier approval as defined in Section IV, Definition, “Supplier Status Decision” section.

Upon review of the Supplier Survey or audit results from the supplier, the Supply Chain Manager and the VP of Quality will determine if the supplier is qualified / approved.

Risk will be noted on the initial supplier survey and determined as follows:

<b>Risk Level</b>	<b>Factors</b>
Low	Customer approved source or AS, ISO, NADCAP certification
Medium	Classified as Level III or Level IV but are not customer approved and lack certification.
Significant	Foreign source or don't meet requirements for lower risk categories.

If risk is significant, it will be brought to the Management Team per PLNP-3.0 Risk and Opportunity Management Process. Additional verification / control activities will be considered for suppliers with significant risk.

- 4.1 If the Supplier Survey (or audit) is satisfactory (designated as approved on the Supplier Survey "Supplier Disposition" section by signing the form), the Purchasing Agent will forward the Supplier Survey to Accounting as defined in Step 6.0.
- 4.2 If the Supplier Survey (or audit) is not satisfactory, the Purchasing Agent will proceed to Step 5.0.

**5.0 Identify Contacts / Requested Info. / Resolve Issues**

For Supplier Evaluation-related issues, the Supplier Review Team (SRT), or designee will resolve the issues with the proposed supplier or identify an alternate source.

In the case of Level I supplier-related audits, the assigned Auditors will work with the Supplier to discuss and resolve audit related issues including audit findings and / or expected Audit Report responses.

*Note: For issues that prohibit the supplier from becoming "Approved", the Quality Assurance Supervisor will record the results as "Declined" on the Supplier Survey and "unclick" the Active checkbox to indicate "Disapproved".*

**6.0 Add Supplier to Approved Supplier List (ASL)**

Accounting will receive the supplier survey and create an account in Vantage, showing the supplier as approved. The survey will be taken to the Quality Assurance Supervisor who will scan and retain the Supplier Survey and related documentation as defined on [REG-2.0 Record Register](#). (NOTE: Supplier Surveys will not be available for suppliers active prior to implementation of this process in 2013. SCI will not maintain copies of supplier certifications after a supplier is added to the ASL.) Once a supplier has been determined, they will be added to the Methods for outside process operations or material purchases.

## **7.0 Monitor Supplier Performance**

The SRT will monitor the ongoing performance of suppliers with regard to the effectiveness of their Quality / Business Management System and the quality of the product / service provided. The SRT will evaluate the ongoing performance of the ASL suppliers and conduct periodic reviews. This includes the review of supplier-related metric.

Supplier approval status changes, if any, will be conducted as defined in Section IV, Definition, "Supplier Status Decision".

## **8.0 Complete Supplier Re-evaluation**

Supplier evaluations will be performed by the SRT on a periodic basis (at least once per year). The supplier re-evaluation is recorded on the Supplier Performance Evaluation record. The performance of customer-mandated and specified sources is also evaluated by the Supplier Review Team (SRT). If necessary, additional supplier controls may be implemented. Examples of the controls may include supplier corrective action (PURP-3.0), increased receiving inspection, source inspection, fixed process control and approval as a condition of shipment, etc. These controls / actions will be recorded, as required, as a sub-set of the Supplier Performance Evaluation results.

The results of the Supplier Review Team meeting, including evaluation results and planned actions will be recorded as identified in [REG-2.0 Record Register](#).

The SRT will verify the assigned level of the supplier and then evaluate the suppliers based on the evaluation criteria as defined on the Supplier Performance Evaluation record. A Supplier Survey may be conducted at any time at the discretion of the SRT.

As a result of the evaluation, the following actions are required based upon the Overall Rating:

<b>Overall Rating</b>	<b>Supplier Review Team (SRT) Action</b>
1 - 5	Improvement action not required
6	Discuss issues and note any actions
7 - 8	Improvement action may be required. Supplier contact may be initiated at the discretion of the SRT
9 - 10	SRT mitigation action identification required; supplier contact may be initiated if supplier action is required.

The overall rating on the Supplier Performance Evaluation takes into account both on-time delivery and quality rating. For existing suppliers, this rating is also the risk assessment of the supplier. If a supplier scores in the 9 – 10 range, they are considered a significant risk. Mitigation will be taken on suppliers identified with significant risk.

The Supplier Re-evaluation record will contain supplier-related information resulting from Analysis of Supplier data and actions when suppliers do not meet requirements. The potential actions are noted on the Supplier-related metric and may include issuing a Supplier Corrective Action as defined in PURP-3.0 Supplier Corrective Action, initiating supplier contact, replacing supplier, etc.

The SRT Chair, working with the Purchasing Agents and VP of Quality, will ensure the Supplier Performance Evaluation record and Approved Supplier List are updated, as required. The SRT will reconvene within 30 days of the date identified on the SRT / Supplier Performance Evaluation record as defined on [REG-2.0 Record Register](#).