

Supplier RFI Questionnaire Template

Supplier Capability & Experience

- What are your core manufacturing processes and areas of specialization?
- What industries do you primarily serve (e.g., automotive, aerospace, industrial machinery)?
- Please share examples of parts/components you currently manufacture that require high precision tolerances.
- What is your annual production capacity for your main processes (by volume or machine hours)?
- What materials (steel, aluminum, copper, etc.) do you have strong experience sourcing and machining/forming?

Quality & Compliance

- Which quality certifications do you hold (e.g., ISO 9001, IATF 16949, AS9100)?
- How do you ensure traceability of raw materials and finished products?
- What is your current PPM (parts per million defect rate) or other quality performance metrics?
- Describe your in-house quality control processes (e.g., CMM inspection, testing equipment).
- Have you successfully completed PPAP, APQP, or other automotive validation processes for customers?

Operations & Technology

- What types of machinery and equipment do you currently operate (CNC, forging presses, casting lines, etc.)?
- Do you have automation, robotics, or Industry 4.0 capabilities in production or inspection?
- What is your average lead time for new project development (from RFQ to SOP)?
- How do you manage capacity planning during demand fluctuations?

Financial & Supply Chain Stability

- How many employees does your organization have, and what is your annual revenue range?
- Who are your top 3 customers by industry, and how long have you served them?
- What measures do you take to mitigate supply chain risks (raw material shortages, logistics delays)?

Sustainability & Compliance

- Do you have any environmental certifications (ISO 14001, etc.)?
- What sustainability initiatives or energy efficiency programs are you implementing?
- Have you ever faced compliance issues (labor, environmental, safety)? If so, how were they resolved?

