

FO-04-10

Issue No. 1

Rev. No. 1



DCWD CALIBRATION LABORATORY

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ASSESSMENT OF SUPPLIER'S PERFORMANCE

Supplier:				Contact Person:			Contact Number:		
DATE	PO/JR NO.	ITEM DESCRIPTION	QTY	PERFORMANCE RATING				EVALUATED BY	SIGNATURE
				PRODUCT / SERVICE QUALITY (50%)	TIMELINESS OF DELIVERY (40%)	CUSTOMER AFTER SALES SUPPORT (10%)	Total Rating		

OVERALL ASSESSMENT & RECOMMENDATION:

- / / 90-100% Excellent, Retain Supplier
- / / 80-89% Average, Needs Improvement
- / / 70-79% Poor, Needs Corrective Action
- / / Below 69% Very Poor, Discretion of Quality Manager

OVERALL RATING: _____

Recommendation/s: _____

Assessed by: _____

Approved by: _____