

CHOOSING A CONTRACT ELECTRONICS MANUFACTURING PARTNER

A COMPREHENSIVE CHECKLIST

Prospective CEM company name:

Contact details

Contact name:

Tel:

Job title:

Email:

Website url:

Date of site visit (if required):

Sample product received? Y / N

Reference check completed? Y / N

CRITERIA	SPECIFIC DETAILS	DOCUMENTS REVIEWED	NOTES & OBSERVATIONS
REGULATORY COMPLIANCE	Confirm that the CEM, as well as their documentation and processes, comply with relevant international and local Regulations.	Y / N	
QUALITY CONTROL	Understand the depth and breadth of the CEM's quality control processes with a particular focus on: <ul style="list-style-type: none"> Confirming they possess the ISO 9001 certification Verifying staff are IPC-A-610 trained and certified Reviewing their quality policy 	Y / N	
EQUIPMENT & TECHNOLOGY	Inspect the CEM's equipment and ensure that it is properly maintained and calibrated. Verify that the manufacturing processes are well-defined, documented and consistently followed.	Y / N	

CRITERIA	SPECIFIC DETAILS	DOCUMENTS REVIEWED	NOTES & OBSERVATIONS
SUPPLY CHAIN MANAGEMENT	Evaluate the CEM's sourcing and inventory management systems. Confirm that non-conformities are addressed and corrective actions are implemented.	Y / N	
PRODUCT TESTING & INSPECTION	Inspect the testing and inspection equipment and processes for finished products. Confirm that testing and inspection methods are validated and meet regulatory requirements.	Y / N	
EXPERIENCE & EXPERTISE	Explore the CEM's track record of successful completions by appraising: <ul style="list-style-type: none"> • Staff expertise • References • Case studies • Independent reviews • Customer satisfaction scores (where available) 	Y / N	
FINAL CONCLUSION	Summarise the key points of the checklist to facilitate final selection.	Y / N	

COMMENTS