

Supplier Review Scorecard

A sourcing scorecard for comparing membrane switch, overlay and HMI interface suppliers.

Use this scorecard when qualifying a new supplier, replacing an existing supplier or reviewing production risk.

Supplier comparison record

Project / product family

Current supplier

Supplier under review

Reviewer

Date

Target production country/market

Scorecard - rate each item from 1 to 5

Area	What to check	Score
Engineering support	Drawing review, stack-up advice, connector/pinout review	
Printing capability	Overlay color control, windows, dead-front, texture, embossing	
Circuit capability	Printed silver/carbon, FPC, PCB, LED, shielding, testing	
Material guidance	PET/PC film, adhesive, gasket, UL-rated or chemical-resistant options	
Prototype support	Sample lead time, tooling plan, first article review	
Quality system	Incoming material control, in-process inspection, final test records	
Communication	RFQ clarity, engineering response, English documentation	
Production stability	Repeatability, capacity, packaging and export experience	

Documents and evidence to request

- [] Factory profile, main process list and relevant product examples.
- [] Material datasheets for overlay film, adhesive, spacer, circuit and dome.
- [] Sample inspection report and production test method.
- [] Capability statement for tolerances, colors, embossing, windows and tail/connector work.
- [] Quality procedure for color approval, first article approval and batch traceability.
- [] Export packaging method and defect handling process.

Warning signs

- [] Supplier quotes without asking for drawing, environment or connector details.
- [] No clear answer on material, adhesive or sealing choices.
- [] No sample approval process before mass production.
- [] Unclear revision control between artwork, circuit and mechanical files.
- [] No test plan for actuation, continuity, insulation, adhesion or environmental exposure.
- [] Slow response to technical questions during early review.

Decision summary

Preferred supplier

Backup supplier

Major risks

Actions before approval

Final decision

Owner/date

Send drawings and requirements to JASPER engineering

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