



# Supplier Business Continuity Preparedness Survey

SUPPLIER NAME: \_\_\_\_\_

AVL NUMBER: \_\_\_\_\_

MATERIALS SUPPLIED TO SMIC\*: \_\_\_\_\_

LOCATION(S) OF PRODUCTION SITES\*\*: \_\_\_\_\_

SUPPLIER CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON'S EMAIL: \_\_\_\_\_

FORM COMPLETION DATE: \_\_\_\_\_

Please answer the questions below for the facilities you use to produce materials supplied to SMIC.

NO.	QUESTION	ANSWER	EVIDENCE/REMARK
1	Have you conducted risk assessments to determine your higher risks (earthquake, flood, IT failure, terrorism, etc.)?		
2	Are risk assessments re-evaluated at least annually?		
3	Have mitigation strategies been devised for your higher risks?		
4	Do you test your mitigation strategies as well as your production resumption plans at least annually?		
5	Is your business continuity plan documented and available for review?		
6	Is BCP led by and are recovery strategies routinely reviewed by upper management?		
7	Are your company finances well enough that there are no plans to shut down your facilities manufacturing what you're supplying us?		
8	After a disaster, can you resume providing SMIC with the requested material at the same volume as before within 3 months through recovering your site, transferring production, or other means?		
9	In the event of a disruption, can you notify SMIC within 3 days of the impact of the disruption?		
10	Do you consider BCP-readiness among your suppliers and potential suppliers when making sourcing decisions?		

**SCORE**

**0**

Please submit improvement plan within 90 days.

\* Please use general description, such as "water treatment chemicals"

\*\* Listing by city and country is sufficient, only list sites that product items for SMIC

Please return completed surveys to SMIC Procurement. Thank you for your cooperation.