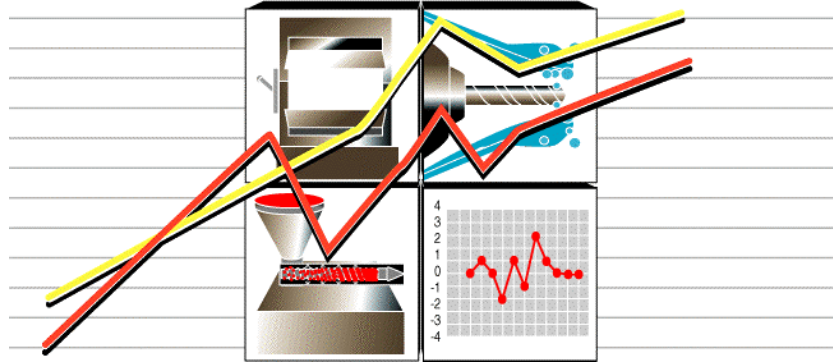




Instructions for Using This Electronic Form



At any time, you may elect to print this document and handwrite your responses, and return by either fax or by mail.

This form is designed to be **completed electronically**. To do so, you will need the newest form of Adobe Acrobat Reader software, version 9.0. A free copy is available for download from their website at <http://get.adobe.com/reader>

You can use your mouse or the tab key to move from one answer box to another. (To make the answer boxes visible, look for and click on the "Highlight Fields" button in the upper right hand corner of your screen.)

If you are using an earlier version of acrobat, please be aware of the following:

You may not have the ability to save your answers as part of the file. Alternatively, you may find that you are able to save your answers **ONLY ONCE** and that if you reopen the file, you are unable to make further changes.

We recommend printing a blank copy of this form as backup or go to www.performancebenchmarking.org to download another copy of this form.

To **submit** your data, you may:

Print a hard copy with your responses and fax or mail it to us.

Save your answers as part of the file and submit by email (using the button in the upper right hand corner). This opens a link to your email service (either outlook or internet mail) in order to create an email message with your responses attached. You may have to then open your email account and manually click the send button.

Save your answers and this file on your computer under another file name and attach it in a separate email to pbs@mmtc.org.

PERFORMANCE BENCHMARKING

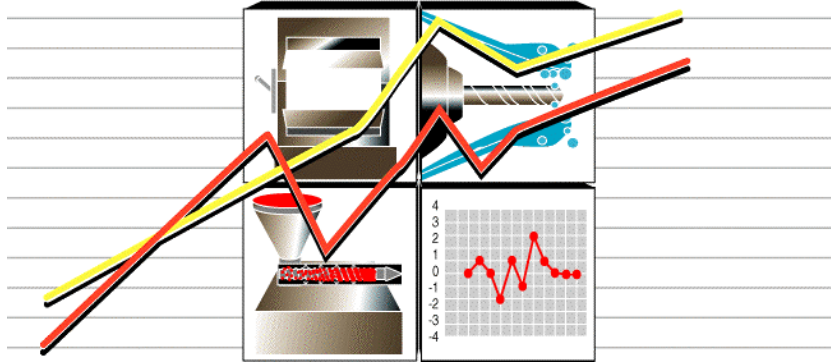
For Benchmarking Use Only

Site ID

Svkey

Electrical and Electronics Assembly

(Valid through 4/15/11)



This form is for plants that assemble electrical or electronic components or products, such as wiring or cable harnesses, circuit boards, or power tools, and appliances or their electrical parts. We have other forms for other industries. Call us or go to www.performancebenchmarking to download other forms.

- Please try to report all of your data (financial and other) for the same 12-month period, preferably calendar 2009.
- Please indicate currency units if not U.S. Dollars: _____
- If you operate more than one plant, please provide data for each plant separately.

Company Contact Person

Contact Person: _____

Company Name: _____

(This is how it will appear on your report)

Address: _____

City/Town: _____

State/Province: _____

Country/Postal Code: _____

Phone: _____

Fax: _____

E-Mail: _____

Plant Location (If Different)

City/Town: _____

State/Province: _____

Country: _____

Please return this questionnaire, and direct any questions to:

Performance Benchmarking Service
MMTC

47911 Halyard

Plymouth, MI 48170

(P) 888-414-6682

(F) 734-451-4202

E-mail pbs@mmtc.org

<http://www.performancebenchmarking.org>

Please keep a copy of this questionnaire in the event that we need to contact you for clarification.

In cooperation with the Wiring Harness Manufacturers Association (WHMA)

<p>Plant Information: What do you make at this plant? Using what processes? What materials? For what types of customers?</p>	<p>1. (You <u>must</u> provide a written description.)</p>		
<p>Please enter your industry code (whether U.S. SIC, NAICS, or other classification system), if you know it.</p>	<p>2. _____ <input type="checkbox"/> SIC <input type="checkbox"/> NAICS <input type="checkbox"/> Other _____</p>		
<p>Is this the only location of your company? [If no:] How many people work at your company, at all of its locations world-wide?</p>	<p>3. Only location? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. [If no:] Total company employment (check one box): <input type="checkbox"/> 1-19 <input type="checkbox"/> 20-99 <input type="checkbox"/> 100-499 <input type="checkbox"/> 500+</p>		
<p>Which do you consider to be your core business(es)? <i>Note: If none of these processes describe your core business, this is the wrong form for you. We have other forms for other industries. Call us for help.</i></p>	<p>5. Printed wiring board assembly <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Cable/wire harness assembly <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Chassis build <input type="checkbox"/> Yes <input type="checkbox"/> No 8. Final product assembly <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Consider a typical or representative product or job type made at this location in the past year. Roughly what was its typical/average unit price? What about your lowest-unit-price product or job? What about your highest unit price?</p>	<p>9. Typical/Average Unit Price \$ _____</p>	<p>10. Low Unit Price \$ _____</p>	<p>11. High Unit Price \$ _____</p>
<p>For a typical product or job, roughly how many units of a particular product do you make? For very long-term orders or products, please answer based on annual volumes.</p>	<p>12. (Check only one.) <input type="checkbox"/> One or very few <input type="checkbox"/> A dozen, or several dozen, or hundreds <input type="checkbox"/> Thousands or tens of thousands, or more <input type="checkbox"/> No such thing as "typical" – our volumes are unpredictable and can vary from a few to many thousands</p>		
<p>In the past year, roughly what percent of your sales were:</p>	<ul style="list-style-type: none"> • Your own proprietary products 13. _____% • Orders requiring specialized processing that few shops can do 14. _____% • Highly-competed parts or products that many or most shops can do 15. _____% <p style="text-align: right;">Total (should sum to 100) _____%</p>		
<p>Approximately what percent of your sales fall into each of the following categories?</p>	<ul style="list-style-type: none"> • Engineer-to-Order (one-of-a-kind items: dies, prototypes, special machines, etc.) 16. _____% • Job Shop Products and Services (short-term or non-repeating orders) 17. _____% • Make-to-Order Jobs Run Regularly (long-term, repeating orders) 18. _____% • Make-to-Stock Work 19. _____% <p style="text-align: right;">Total (should sum to 100) _____%</p>		
<p>In the past year, approximately what percent of sales were shipped to:</p>	<ul style="list-style-type: none"> • Other manufacturers? 20. _____% • Institutions, wholesalers or retailers? 21. _____% • Individual consumers? 22. _____% <p style="text-align: right;">Total (should sum to 100) _____%</p>		
<p>In the past year, roughly what percent of your sales were:</p>	<ul style="list-style-type: none"> • Defense/military-related? 23. _____% • Medical/healthcare-related? 24. _____% 		
<p>In the past year, roughly what percent of your sales were to customers in the following industries?</p>	<ul style="list-style-type: none"> • Automotive 25. _____% • Aircraft/Aerospace 26. _____% • Computer, Communications, or Electronic Equipment 27. _____% 		
<p>In the past year, what percent of your sales were from:</p>	<ul style="list-style-type: none"> • Products you didn't make three years ago? 28. _____% • Customers you didn't serve three years ago? 29. _____% • Industries you didn't serve three years ago? 30. _____% 		
<p>In the past year, what percent of your sales were shipped outside your home continent or trade area (e.g., North America/NAFTA, European Union, Asia/Pacific, etc.)?</p>	<p>31. _____ % sales exported beyond trade area</p>		
<p>Financial: What were your total sales at this location in the past year? (Use calendar 2009 or your most recent fiscal year.) What were your sales two years earlier (i.e., calendar 2007)?</p>	<p>Annual Sales:</p> <ul style="list-style-type: none"> • Calendar 2009 or most recent fiscal year 32. \$ _____ • Two years earlier (e.g., 2007) 33. \$ _____ 		
<p>Receivables: On average during the past year, what were your receivables – the amount that your customers owed you?</p>	<p>34. \$ _____ average receivables</p>		

<p>Labor Costs:</p> <p>What was your total payroll in the past year? (<u>Include</u> payments for Social Security, Medicare, bonuses, and overtime. <u>Exclude</u> payments for health care, pension plans, and other fringe benefits. Also <u>exclude</u> any payments made to people who are not your employees.)</p> <p>How much of payroll was for :</p>	<p>35. Hourly employees who work on the shop floor? \$ _____</p> <p>36. All others who work in the shop or factory (e.g., foremen & supervisors) plus all design/engineering staff? \$ _____</p> <p>37. All other non-shop, non-engineering employees? \$ _____</p> <p>38. Total Payroll (Q35+Q36+Q37) \$ _____</p>
<p>What were your expenses for health care, pension plans, workers' comp, and other fringe benefits not included in payroll? How much of those expenses were for:</p> <ul style="list-style-type: none"> • Factory employees (working in the shop or in design/engineering)? • Non-factory employees? 	<p>39. \$ _____ factory employees</p> <p>40. \$ _____ non-factory employees</p>
<p>What did you spend for temporary or contract personnel in the past year? How much of your spending was for:</p> <ul style="list-style-type: none"> • Factory temps (working in the shop or in design/engineering)? • Non-factory temps? 	<p>41. \$ _____ factory temps</p> <p>42. \$ _____ non-factory temps</p>
<p>Purchases from Other Firms and Locations:</p> <p>In the past year, how much did you spend on purchased raw material, parts, supplies, and perishable tools? (Do <u>not</u> include energy costs here.) Approximately what percent of these purchases were from supplier locations outside your home continent or trade area (e.g., North America/NAFTA, European Union, Asia/Pacific, etc.)?</p>	<p>43. \$ _____ raw material, parts, supplies</p> <p>44. _____ % not from home continent or trade area</p>
<p>In the past year, how much did you spend on services you paid others to provide? How much of this spending was for:</p> <ul style="list-style-type: none"> • Manufacturing-related services? (e.g., subcontracted processing, outside repair & maintenance, tooling design/build, design services, waste disposal, etc.) Include factory insurance and property taxes here. • Non-manufacturing-related services? (e.g., outside payroll, legal, and accounting services; phone, postage, shipping, sales commissions to non-employees, etc.) 	<p>45. \$ _____ manufacturing services</p> <p>46. \$ _____ non-manufacturing services</p>
<p>In the past year, how much did you spend on energy, across all fuels (electricity, natural gas, fuel oil, etc.)? What percent of that was for the factory (i.e., <i>not</i> for the office)?</p>	<p>47. \$ _____ energy costs</p> <p>48. _____ % for factory</p>
<p>Plant & Equipment Costs:</p> <p>In the past year, what were your expenses for depreciation, rent, and leases? Be sure to include: 1) depreciation & amortization of factory buildings & equipment you own; 2) factory rent; and 3) factory equipment lease payments.</p>	<p>49. \$ _____ depreciation, rent, and lease payments</p>
<p>Roughly what is the replacement value of all the machines and equipment you use? Please include the value of machines that you <u>lease</u> as well as those you <u>own</u>. By replacement value, we mean that if you use a 20-year-old machine, how much it would cost to replace it with a roughly identical 20-year-old machine. (Please do NOT include the value of your building or land, and do NOT report book value.)</p>	<p>50. \$ _____ machinery/equipment replacement value</p>
<p>Order Processing, Scheduling and Delivery:</p> <p>Is yours a business that requires almost no inventory? By this we mean that you buy little or no material, and do very quick-turnaround processing on parts or tools your customers send to you.</p>	<p>51. <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, SKIP TO QUESTION 54.]</p>
<p>How much total inventory (raw, WIP, and final) did you have on hand at the <u>end</u> of the past year? How much total inventory at the <u>beginning</u> of the year?</p>	<p>52. \$ _____ year-end inventory</p> <p>53. \$ _____ beginning-of-year inventory</p>
<p>In the past year, what percent of your deliveries were made on time? What percent of deliveries made by your suppliers were made on time?</p>	<p>54. _____ % deliveries you made on time</p> <p>55. _____ % deliveries your suppliers made on time</p>
<p>How much did you spend in the past year on "premium freight" charges for which customers did not reimburse you?</p>	<p>56. \$ _____ premium freight</p>
<p>In the past year, to what extent did you "bump" work from your planned production schedules in order to get "rush" or "hot" jobs done on time? That is, roughly what percent of lots or jobs required bumping another previously-scheduled lot or job?</p>	<p>57. _____ % of lots/jobs that bumped scheduled jobs</p> <p>[If you do not schedule production, enter NA.]</p>
<p>What percent of your sales were from orders you got over the internet? What percent of your purchases were made over the internet?</p>	<p>58. _____ % of sales from internet orders</p> <p>59. _____ % of purchases made over internet</p>

Are your order entry and/or production scheduling system(s) integrated with EDI or the internet, so that orders can be processed and scheduled automatically, without human intervention?	60. <input type="checkbox"/> Yes <input type="checkbox"/> No																																			
<p>Quoting and Estimating</p> <p>Which cost components do you calculate separately for each new job? Which do you sometimes calculate, but only for unusual jobs? Which do you roll into your hourly billing rates? Check NA for any costs that do not apply to your business, or for items that are bought and owned directly by your customers ("consigned").</p> <ul style="list-style-type: none"> - direct material - tooling, jigs, and fixtures - engineering/design labor - factory indirect labor - order processing - inventory holding costs 	<table border="1"> <thead> <tr> <th></th> <th>Calculated Separately for Each Job</th> <th>Calculated for Special Jobs</th> <th>Included in Usual Hourly Billing Rates</th> <th>NA</th> </tr> </thead> <tbody> <tr> <td>61.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>62.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>63.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>64.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>65.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>66.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Calculated Separately for Each Job	Calculated for Special Jobs	Included in Usual Hourly Billing Rates	NA	61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Human Resources:</p> <p>On average in the past year, how many individuals worked at this location? Please include part-time and contract labor. (If your employment counts changed significantly over the past year, please be careful to report AVERAGE, <i>not</i> YEAR-END counts.)</p>	67. _____ average number of individuals working at this location																																			
How many of the personnel from your answer to Q67 were contractors, rather than people on your own payroll?	68. _____ contract personnel																																			
Over the past year, how many different people did you have <u>on your payroll</u> for at least one day? That is, how many W2's did you generate? [Note: Your answer should not be less than Q67 minus Q68.]	69. _____ people on payroll for at least one day																																			
How many of your total personnel (from Q67) were hourly people who worked on the shop floor? How many of these shop floor workers (from Q70):	70. _____ hourly shop floor personnel																																			
<ul style="list-style-type: none"> • Were represented by labor unions? • Were covered by company-subsidized health insurance, for which you paid at least \$3000 per worker? 	Number of these shop floor workers: 71. _____ in unions 72. _____ for whom you paid >= \$3000/yr in health premiums																																			
On average in the past year, how many hours per week did these shop workers (from Q70) work?	73. _____ hours per week, per worker																																			
What was the average wage rate, <u>excluding</u> overtime, for hourly shop employees (from Q70)? Please include all skill/seniority levels in this average.	74. Avg. hourly wage \$ _____ per hour																																			
In the past year, roughly what percent of your shop labor time was spent doing work manually or with hand tools? That is, what percent was spent doing manual or hand-tool assembly, packaging, finishing, or other light manufacturing work?	75. _____ % shop labor time doing manual or hand-tool work																																			
In the past year, what percent of your personnel at this location (from Q67) used a computer or programmable machine controller at least once a week as part of their job?	76. _____ % personnel using computer or programmable machine controller																																			
<p>Design and Manufacturing:</p> <p>In the past year, roughly what percent of your sales were from jobs where you designed the part or assembly?</p>	77. _____ % sales from products of own design																																			
How large is your production or factory area?	78. _____ sq. ft.																																			
Do you have a bar code or similar system for tracking inventory or work-in-process?	79. Bar code or similar system? <input type="checkbox"/> Yes <input type="checkbox"/> No																																			
How many regular-use, production machines do you have? Include machines used on a regular basis in component preparation, assembly, soldering, cleaning, printing/silk-screening, packaging, etc. Do <u>not</u> include any non-production machines. Please describe their age and features.	Regular-use, production machines 80. _____ Number of these machines that: <ul style="list-style-type: none"> • Are less than 5 years old 81. _____ • Are 5+ years, but upgraded 82. _____ • Are 20+ years old and not upgraded 83. _____ • Can operate unmanned during all or most of their cycle 84. _____ • Have programmable control of key process parameters, such as: component placement, solder time or temperature, etc. 85. _____ 																																			

