

## Frequently Asked Questions (FAQs)

This list of FAQs has been developed by a subcommittee of the AIAG and Odette MMOG-LE work group. FAQs were developed to provide further clarification on the MMOG-LE Assessment tool and criteria. FAQs do not change any requirements.

It is important before undertaking the assessment or submitting a question that you review the “Introduction & instructions” worksheet in the MMOG/LE document. It is also key that you obtain and understand any relevant customer-specific requirements/interpretations as they may provide additional expectations on criterion or submission requirements.

The subcommittee meets periodically to update the FAQ document. If you would like to submit a question, please follow the directions as indicated in the MMOG/LE document in the “FAQs” worksheet and submit your question to [mmog@aiag.org](mailto:mmog@aiag.org).

### How do I know if I should complete the MMOG/LE Full or Basic version of the MMOG/LE Assessment?

When submitting to a customer, you must contact them to confirm which whether you should submit the Full or Basic version of the MMOG/LE Assessment. However, if you are considering using the MMOG/LE Assessment with your organization’s suppliers, you can determine which version best supports your business needs.

### Can I submit the same MMOG/LE Assessment for multiple customers?

If you are submitting an MMOG/LE Assessment to multiple customers, you can use the same assessment *document* for each customer. However, you should complete and save a different assessment for each individual customer. The responses should be reviewed and updated separately to ensure responses and corresponding supporting evidence are in alignment with the customer-specific requirements for each customer.

### Why is my MMOG/LE Classification not displayed on the Scoring Summary worksheet?

All of the required fields on the Assessment Profile worksheet must be updated in order for the MMOG/LE Classification to be displayed on the Scoring Summary. All of the required fields are identified with a red asterisk.

### Why does my file lock up when I attempt to copy and paste data between cells on the Assessment and Gap Analysis worksheet?

Since the Assessment and Gap Analysis worksheet uses macros to manipulate the data, mass copying or mass deleting of information within cells should be avoided wherever possible as it may significantly delay processing. It is also important to note that the standard Windows copy and paste commands are inoperable using the menu commands and shortcut keys. However, the Office clipboard can be used to

execute the copy and paste commands. To use this facility, copy the item to the Office Clipboard to add it to your collection, and then paste it from the Office Clipboard into the document at any time. Up to 24 collected items stay on the Office Clipboard until you exit all Office programs or the items are deleted from the Clipboard task pane. To access the Clipboard, go to the Clipboard group on the Home tab of the Ribbon and click the Clipboard Dialog Box Launcher (graphic below). Select the cell where the item is to be inserted, then click the item within the Clipboard that is to be pasted. For additional assistance, please reference Excel Help.

## What is the purpose of the Progression Chart?

The Progression Chart provides a graphical representation of the Scoring and Classification progress according to the "Target Dates" entered against non-compliant criteria in the Assessment and Gap Analysis worksheet. In addition, data tables are included below the chart on the Progression Chart worksheet to show the number of criteria in each category in order to assist the assessor in analyzing the score and/or ensuring the charted data are correct. These Progression Chart and data tables are explained in more detail in the Progression Chart Tables section of the Introduction and Instructions pdf file.

## Can ISO/TS16949 documents/evidence be used for an MMOG/LE assessment?

The MMOG/LE document was designed to complement the ISO/TS16949 process. Whereas ISO/TS16949 answers from a quality perspective, MMOG/LE must be reviewed from a SCM perspective. Therefore, ISO/TS16949 evidence, such as work instructions, can be leveraged (e.g., inventory management/control) but must be reviewed and amended to address MMOG/LE criteria.

## Are organizations required to utilize the Global MMOG/LE document to assess suppliers?

Organizations can use either the Full or Basic version of MMOG/LE. If the organization opts not to use MMOG/LE, organizations must use an equivalent supply chain evaluation tool.

## What is the correct way to answer a criterion considered Non Applicable (N/A)?

The assessor shall record the reasons why the criterion is considered N/A in the appropriate "Current State and Supporting Evidence".

## What is the correct process to obtain approval by the customer to a criterion considered Non Applicable (N/A)?

Where the request for a MMOG/LE assessment is received from a customer, the organization shall confirm with the customer their requirements for the Non Applicable Criteria (NAC) approval process.

The customer approval process is managed through the Customer Contact and Approval Date columns in the Assessment and Gap Analysis worksheet.