

SUPPLIER SURVEY

SUPPLIER NAME

CONTACT NAME:

CONTACT TITLE:

ADDRESS:

STREET

CITY

STATE

ZIP

PHONE NO:

FAX NO:

EMAIL:

PRIMARY PRODUCT OR SERVICE SUPPLIED (CHECK ALL THAT APPLY)

- Conventional Machining (i.e. Mill, Drill, Spline, Finish etc.)
 Coating, Plating, Thermal Spray, Shot Peen, etc.
 Hardware Distributor (i.e. Fasteners, Pins, Inserts, Weld Wire, etc.)
- Non-Conventional Machining (i.e. EDM, Laser, etc.)
 Packaging
 Raw Material Supply (i.e. Castings Forgings, Bar Stock, etc.)
- Welding, Brazing, Heat Treat or other Thermal Process
 Calibration and/or Gage Supply
 NDT and/or Testing / Lab Services
- Other (Describe): _____

APPROVALS HELD

ISO/AS CERTIFIED? YES *
NO

INTEND TO PURSUE CERTIFICATION?

YES WHEN?: _____
NO

*Please provide a copy of your latest certification

SIC CODE:

REGISTRAR:

ORIGINAL CERT. DATE

RE-CERT. DATE

PLEASE PROVIDE OBJECTIVE EVIDENCE OF APPROVAL

PROCESS OR OEM

AUDIT COMPLETION DATE

NEXT AUDIT DUE DATE

COMPLETED BY:

NAME

TITLE

SIGNATURE

DATE

A&A ACCEPTANCE

YES

NO

NAME

TITLE

SIGNATURE

DATE

*** IF YOUR FACILITY IS ISO/AS CERTIFIED SEND ONLY THE 1ST PAGE COMPLETED WITH ATTACHED COPIES OF ALL YOUR CERTIFICATIONS AS LISTED (I.E. ISO, AS)**

*** IF YOUR FACILITY IS NOT ISO/AS CERTIFIED COMPLETE THE ENTIRE SURVEY AND ATTACH COPIES OF YOUR LISTED CERTIFICATIONS**

QUALITY MANAGEMENT	YES	NO	COMMENTS
Do you have a Quality Manual?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Manual periodically reviewed and revised?	<input type="checkbox"/>	<input type="checkbox"/>	
Are internal Quality Audits conducted to ensure conformance to documented procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Quality organization the release agent for all products shipped to A&A Industries?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Quality Manual include a current organization chart? If no, please supply a copy.	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have Quality Control Procedures other than the Quality Manual? Please explain.	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

CONTRACT REVIEW	YES	NO	COMMENTS
Do you review all customer requirements on purchases orders, drawings, and specifications to assure a thorough understanding of all requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you assure that you can comply with all of the customers requirements before acceptance of the purchase orders?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

DRAWING SPECIFICATION & DOCUMENT CONTROL	YES	NO	COMMENTS
Do you have a system for drawing, specification and documentation control?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your system assure the latest information is available?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your system recall obsolete information and assure it is not available for use?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you maintain a history of changes?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a system for document change control?	<input type="checkbox"/>	<input type="checkbox"/>	
Are document changes reviewed and approved?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the nature of the change specified on the documents/ procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are obsolete documents recalled and controlled so that they can not be used?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you submit changes to your customer for approval when required?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

INSPECTION AND TESTING	YES	NO	COMMENTS
Are there documented inspection instructions for all work being performed?	<input type="checkbox"/>	<input type="checkbox"/>	
Do inspection instructions specify the equipment to be used and the accept/reject criteria?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system for reviewing and updating inspection instructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are inspection stamps used and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you utilize any Statistical Process Control plans? If so, briefly describe below.	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

MANUFACTURING / PROCESS CONTROL	YES	NO	COMMENTS
Are there documented work instructions for all manufacturing and processing operations?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system for reviewing and updating work instructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Is all material traceable to incoming documentation at every step in the manufacturing cycle?	<input type="checkbox"/>	<input type="checkbox"/>	
Are first piece inspections conducted?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a Software Control system for the control of N.C. programs?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

CONTROL OF PURCHASE	YES	NO	COMMENTS
Do you sub-contract any work or special processes?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, do you have a documented system for the control of these suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	
Does Quality review purchase orders? If the answer is "no" specify in "comments" section who enters, reviews and accepts Quality requirements on your P.Os to a subcontractor.	<input type="checkbox"/>	<input type="checkbox"/>	
Is a supplier rating system in effect?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you maintain a listing of approved sources for procurement of materials/services?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

RECEIVING INSPECTION	YES	NO	COMMENTS
Are all materials and supplies subject to receiving inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you review all material and certifications for compliance to requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there procedures for inspecting and testing purchased raw material?	<input type="checkbox"/>	<input type="checkbox"/>	
Are received materials traceable to incoming documentation?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you segregate unapproved raw material in a bonded area?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

QUALITY RECORDS	YES	NO	COMMENTS
Do you have a system for identification, maintenance and disposition of quality records?	<input type="checkbox"/>	<input type="checkbox"/>	
Are retention periods documented in your Quality Manual? If no, please explain.	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

CONTROL OF MEASURING AND TEST EQUIPMENT	YES	NO	COMMENTS
Do you have a documented calibration system for measuring and test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are records of calibration kept for all measuring and test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your system conform to recognized standards? Please specify which one? _____	<input type="checkbox"/>	<input type="checkbox"/>	
Is a mandatory recall system in effect?	<input type="checkbox"/>	<input type="checkbox"/>	
Are labels or other means used to indicate the calibration status of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use any production tooling for inspection? If yes, is it calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	
Is employee owned equipment controlled?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

NON-CONFORMING MATERIAL & CORRECTIVE ACTION	YES	NO	COMMENTS
Do you have a documented system for the control of non-conforming material?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your system allow the identification and segregation of discrepant material?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a bonded area for the storage of non-conforming material?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system for processing customer returned material?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a corrective action system to prevent recurrence of non-conformances?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your system document the implementation of corrective actions?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

HANDLING, SHIPPING AND PACKAGING	YES	NO	COMMENTS
Does your system ensure the protection of product throughout your manufacturing cycle?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your system provide the necessary instructions for shipping personnel to guarantee adequate protection of product during shipping?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your system provide the assurance that all customer requirements have been met prior to shipping the product?	<input type="checkbox"/>	<input type="checkbox"/>	
Is final inspection and testing required to be performed and documented prior to release to shipping?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you issue certifications in accordance with customer purchase order requirements?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:
