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SUPPLIER SURVEY

DATE OF SURVEY

TYPE OF SURVEY

☐ *POTENTIAL SUPPLIER* ☐ *INITIAL SURVEY* ☐ *ON-SITE*

☐ *EXISTING SUPPLIER* ☐ *RE-SURVEY* ☐ *MAIL-IN*

SUPPLIER NAME					
ADDRESS (Street)					
CITY		**STATE**		**ZIP**	
TELEPHONE		**FAX**		**E-MAIL**	

CONTACT	NAME	E-MAIL	TELEPHONE
SALES			
QUALITY			

COMPANY PROFILE

Type of Services _____

Do you have self-release authority from any Prime Contractors?
If yes who? _____

Facility Square Footage	Total # Employees	# Q A Employees	Shifts or Hours of Operation	Years in Business	Quality System Revision Date	GOV'T QAR
						☐ None ☐ Itinerant ☐ Resident

CAPABILITIES

1. **Production/Manufacturing Equipment**
   (Describe or Attach List) _____

2. **Inspection or Test Equipment**
   (Describe or Attach List) _____

3. **Engineering Services**
   (Describe Briefly) _____

4. **In-House Special Processes (Type & Specification)**

Plating ☐ _____
Anodize ☐ _____
Heat Treat ☐ _____
Chemical Films ☐ _____
Welding ☐ _____
Painting ☐ _____
NDT ☐ _____
Other _____

5. What is your quality system based on or derived from? (Check all that apply)

☐ ISO-9000 ☐ AS9100 ☐ Nadcap GQS ☐ MIL-I-45208
☐ ASQR-01 ☐ GE S1000 ☐ Boeing DI-9000
OTHER *(Explain)* _____

IF YOU ARE AS9100 AND/OR NADCAP ACCREDITED
YOU MAY STOP HERE. YOUR ACCREDITATION WILL BE VERIFIED
THROUGH THE APPROPRIATE PORTAL WEBSITE.
I.A.Q.G. OASIS: https://www.sae.org/?PORTAL_CODE=IAQG
PRI eAuditNet: http://www.sae.org/?PORTAL_CODE=PRI

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	4 Quality Management System	Y / N / NA	Section or Paragraph
	4.1 General Requirements		
1.	Has the organization defined its processes to ensure its products meet customer and applicable regulatory requirements?		
2.	Does the organization manage (measure, monitor, and analyze) its processes to ensure its products conform to customer requirements?		
3.	Does the organization implement actions necessary to achieve planned results and continual improvement of their processes?		
4.	Does the organization ensure the availability of resources and information necessary to support the operation and monitoring of their processes?		
	4.2 Documentation Requirements		
	4.2.1 General		
5.	Does the quality management system documentation include: a) Documented statements of a quality policy and quality objectives? b) A quality manual? c) Documented procedures required by this international standard? d) Documents needed by the organization to ensure the effective planning, operation and control of its processes? Note: The decisions to develop a procedure can differ from one organization to another based on such factors as size and type of organization, complexity, and interaction of processes, and components of personnel involved in performing the work.		
6.	Does the organization ensure that all personnel have access to quality management system documentation and are aware of relevant procedures?		
	4.2.2 Quality Manual		
7.	Has the organization established a written quality manual that includes the following: a) The scope of quality management system, including details of and justification for any exclusion? b) A description of the interaction between the processes of quality management system?		
	4.2.3 Control of Documents		
8.	Is there a documented procedure to control documents including quality records established and does the procedure include the following controls: a) To review and update as necessary and re-approve documents? b) To ensure the documents remain legible and readily identifiable? c) To prevent unintended use of obsolete documents?		
	4.2.3 Control of Records		
9.	Are records established and maintained to provide evidence of a) Product conformity to requirements? b) Effective operation of the quality management system?		
10.	Are records identifiable, legible, and readily retrievable?		
	5 Management Responsibility		
	5.1 Management Commitment		
11.	Has top management provided evidence of its commitment to the development and implementation of the organization's QMS?		

12.	Has top management communicated the importance of meeting customer as well as statutory and regulatory requirements?		
	5.2 Customer Focus		
13.	Has top management ensured customers' requirements have been determined and are fulfilled with the aim of enhancing customer satisfaction?		
	5.3 Quality policy		
14.	Does top management ensure the policy is appropriate to the purpose of the organization?		
15.	Is there a specific commitment in the quality policy to comply with requirements and continually improve the effectiveness of the QMS?		
16.	Does the quality policy provide the framework for establishing and reviewing quality objectives?		
17.	Is the quality policy reviewed for continuing suitability?		
	5.4 Planning		
	5.4.1 Quality objectives		
18.	Has top management established quality objectives including those needed to meet requirements for product at each (relevant) function and level?		
19.	Are quality objectives measurable?		
20.	Are quality objectives consistent with the quality policy?		
21.	Do objectives support the organization's quality policy commitment to continual improvement?		
22.	Do objectives include those requirements needed for products?		
	5.4.2 Quality management system planning		
23.	Has top management ensured that: a) The planning of the QMS is performed to meet the quality objectives and requirements? b) The integrity of the QMS is maintained during changes initiated in processes and activities?		
	5.5 Responsibility, authority and communication		
	5.5.2 Management representative		
24.	Does the MR provide input to organization top management on the performance of the QMS and needs for improvement?		
25.	Does the MR promote awareness of customer requirements throughout the organization?		
	5.5.3 Internal Communication		
26.	Has the organization established processes to ensure various levels and functions within the organization communicate about the effectiveness of the quality management system?		
	5.6 Management Review		
	5.6.1 General		
27.	Does management review occur at planned intervals and include an evaluation of the QMS to ensure its continuing suitability, adequacy, and effectiveness?		
28.	Does the review evaluate the need for changes to the organization's QMS?		

	5.6.2 Review input		
29.	Do management reviews include information inputs to the following areas: a) Customer feedback b) Process performance and product conformity c) Status of preventive and corrective actions d) Follow-up actions from previous management reviews e) Planned changes that could affect the quality management system f) Recommendations for improvement?		
	5.6.3 Review output		
30.	Do outputs from management review include actions to: a) Improvements of the effectiveness of the quality management system and its processes b) Improvement of product related to customer requirements c) Resource needs?		
	6 Resource Management		
	6.1 Provision of Resources		
31.	Does management determine and provide resources needed to: a) Implement, maintain and improve, the quality system b) Enhance customer satisfaction by meeting customer requirements?		
	6.2 Human Resources		
	6.2.2 Competence, awareness, and training		
32.	Does the organization identify how they determine and provide competent personnel to perform work affecting quality?		
33.	Does the organization provide training or take other actions to satisfy competence needs?		
34.	Does the organization evaluate the effectiveness of training or other actions?		
35.	Does the organization ensure personnel are informed about the relevance and importance of their activities and how they contribute to the achievement of the quality objectives?		
36.	Are appropriate records of education, training, skills and experience maintained?		
37.	Is the work environment suitable to ensure conformity to product requirements?		
	7 Product realization		
	7.1 Planning of product realization		
38.	Has the organization planned (defined the sequence and content of) the processes and sub-processes it needs to produce its product or provide its services)? NOTE: The output of this planning shall be in a form suitable for the organization's method of operations.		
	7.2 Customer-related processes		
	7.2.2 Review of requirements related to the product		
39.	Does the organization review all requirements of the product, including those specified by the customer?		
40.	Is the review conducted prior to commitment to supply a product (e.g. submission of quotes, acceptance of orders, acceptance of changes to orders)?		
41.	Does this review ensure that:		

	a) Product requirements are adequately defined? b) The organization has the ability to meet the requirements?		
42.	When requirements are changed, does the organization ensure that relevant documents are revised and that relevant personnel are made aware of the changed requirements?		
	7.2.3 Customer communication		
43.	Has the organization identified and implemented effective arrangements for communication with its customers in relation to: a) Product information? b) Enquiries, contracts or order hauling, including amendments? c) Customer feedback, including customer complaints?		
	7.3 Design and development		
	7.3.1 Design and development planning		
44.	Does the organization plan and control the design and development of product?		
	7.4 Purchasing		
	7.4.1 Purchasing control		
45.	Does the organization ensure that purchased product conforms to specified purchase requirements?		
46.	Has the organization established criteria for selection, evaluation, and reevaluation of its suppliers?		
	7.4.2 Purchasing information		
47.	Do purchasing documents fully describe the product to be purchased?		
	7.5 Production and service provision		
	7.5.1 Control of production and service provision		
48.	Does the organization plan and carry out production and service under controlled conditions?		
	7.5.1.2 Control of production process changes		
49.	Are changes affecting processes, production equipment, tools and programs documented?		
50.	Are production equipment, tools and programs validated prior to use and maintained and inspected periodically according to documented procedures?		
	7.5.2 Validation of processes for production and service provision		
51.	Does the organization validate any processes where the resulting output cannot be verified by subsequent monitoring or measurement (this includes processes where deficiencies become apparent only after the product is in use or the service has been delivered)? NOTE: These processes are frequently referred to as special processes.		
52.	Do validation processes include re-validation?		
	7.5.3 Identification and traceability		
53.	Has the organization identified the product by suitable means throughout product realization?		
54.	Where traceability is a requirement, does the organization control and record the unique identification of the product?		
	7.5.4 Customer property		

55.	Has the organization identified, verified, protected and safeguarded customer property provided for use or incorporation into the product?		
56.	Has the organization defined methods to identify and record customer products that are lost, damaged, or otherwise made unsuitable and report such to the customer?		
	7.5.5 Preservation of product		
57.	Does the organization preserve the conformity of the product during internal processing and delivery to the intended destination?		
58.	Does the preservation include identification, handling, packaging, storage and protection?		
	7.6 Control of Monitoring and Measuring Devices		
59.	Does the organization determine the monitoring and measurements to be undertaken and the measuring devices needed to provide evidence of conformity of product to requirements?		
60.	Does the organization maintain records of monitoring and measuring devices that define the process used for calibration?		
61.	Are all measuring devices that are used to verify product conformance included in the calibration system (including company owned and employee owned)?		
62.	Is measuring equipment calibrated at specified intervals, using standards that are traceable to NIST or other recognized standards?		
63.	Is the calibration status of measuring equipment readily apparent?		
64.	Is there a means to evaluate the validity of previous measurement results when measuring equipment is found not to conform to requirements? Does this evaluation include notification of the customer, when appropriate?		
65.	Are records of calibration and verification results maintained?		
	8 Measurement, analysis and improvement		
	8.1 General		
66.	Does the organization plan and implement the monitoring, measurement, analysis and improvement processes needed: a) To demonstrate conformity of the product? b) To ensure conformity of the QMS? c) To continually improve the effectiveness of the QMS?		
	8.2 Monitoring and measurement		
	8.2.1 Customer satisfaction		
67.	Does the organization monitor information relating to customer perception as to whether the organization has fulfilled customer requirements?		
	8.2.2 Internal audit		
68.	Does the organization conduct internal audits at planned intervals to determine whether the quality management system conforms to the internal and external requirements such as ISO 9001:2000?		
	8.2.3 Monitoring and measurement of processes		
69.	Does the organization apply suitable methods to monitor and, where applicable, measure the quality management's system processes?		
70.	Does the organization measure and monitor processes to demonstrate the ability of processes to achieve planned results?		
71.	When planned results are not achieved, is corrective action taken, as		

	required, to ensure conformity of the product?		
	8.2.4 Monitoring and measurement of product		
72.	Does the organization monitor and measure product characteristics to verify that product requirements have been met?		
73.	Do records clearly indicate the person(s) authorizing release of product?		
74.	Do records show actual results data when required by specification or plan?		
	8.3 Control of nonconforming product		
75.	Does the organization ensure that product which does not conform to requirements is clearly identified and controlled to prevent its unintended use or delivery		
76.	Does the organization take action to eliminate the cause of detected nonconformities?		
77.	Are records of nonconformities and any subsequent actions taken maintained?		
78.	When nonconforming product is corrected, is it subject to re-verification to demonstrate conformity to requirements?		
79.	Is the customer appropriately notified of non-conforming product?		
	8.4 Analysis of data		
80.	Does the organization determine, collect and analyze data to asses the suitability and effectiveness of the QMS? Are monitoring and measurement activities included as well as other sources for points of data collection for purpose of analysis?		
81.	Does the analysis of data provide information relating to: a) Customer satisfaction (dissatisfaction) guide reference 8.2.1 b) Conformance to customer requirements? (See 7.2.1) c) Characteristics and trends of processes and products including for preventative action d) Suppliers?		
	8.5 Improvement		
	8.5.1 Continual Improvement		
82.	Does the organization use data to evaluate (identify) where continual improvement of the quality management system can be made?		
	8.4 Corrective action		
83.	Does the organization take action to eliminate causes of nonconformities to prevent recurrence?		
	8.4 Preventive action		
84.	Does the organization determine action required to eliminate causes of potential nonconformities in order to prevent their occurrence?		