SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

Prepared By: (Name) _____ (Title) _____

Date: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Major product or service: _____

Major Customers: _____

_____

_____

Total Plant area: _____

Key Supplier Personnel

Senior Company Official: Name: _____ Title: _____

Senior Quality official: Name: _____ Title: _____

Other Key Personnel: Name: _____ Title: _____

Number of Quality personnel: _____ Total Number of Employees: _____

General Information

Manufacturing percentage: % Military/Aerospace products: _____ % Commercial products: _____

Is your facility under Government QA cognizance? _____

Name and address of Gov't agency: _____

Quality Manual revision level and/or date: _____

What Specification is your quality assurance system auditable to?

Please attach a copy of your Quality System Manual and Certifications from an Accredited Certifying Body. If you are certified to AS9100 or ISO9001, complete only Sections I, III, V, VI.

☐ ISO9001 ☐ ISO9002 ☐ FAR 145

☐ AS9000 ☐ AS9100 ☐ Nadcap

☐ Other: _____

I. Special Processes

Please list special processes or testing that your facility is approved to perform, (Include applicable specifications): Please attach any approvals, i.e. Nadcap, OEM, Etc.

Finishing/Coating:

Plating/Chemical Processing:

Welding/Brazing:

Heat Treating:

Non-Destructive Inspection:

Laboratory Testing:

Other (Special Processes):

II. Contract Responsibilities

Is the system of quality assurance adequately described in management approved written procedures, instruction, and/or policies? ☐ Yes ☐ No ☐ N/A

Comments:

Are such procedures, instructions, and /or policies maintained and made available to all affected personnel? ☐ Yes ☐ No ☐ N/A

Comments:

Are quality procedures reviewed and upgraded at predetermined levels? ☐ Yes ☐ No ☐ N/A

Comments:

Has the responsibility for quality assurance/inspection been formally established? ☐ Yes ☐ No ☐ N/A

Comments:

Has the responsibility and authority for product quality been assigned to personnel with sufficient management stature to resolve problems effectively? ☐ Yes ☐ No ☐ N/A

Comments:

Does quality assurance participate in contract reviews to identify and evaluate quality requirements prior to and during production? ☐ Yes ☐ No ☐ N/A

Comments:

Does quality assurance review manufacturing, processing, packaging, and inspection/test instructions or procedures to assure their adequacy? ☐ Yes ☐ No ☐ N/A

Comments:

Is there a provision for quality assurance to qualify production and laboratory acceptance tests? ☐ Yes ☐ No ☐ N/A

Comments:

When tests are conducted by production or laboratory personnel, are results verified by quality assurance personnel to perform required inspection? ☐ Yes ☐ No ☐ N/A

Comments:

Does the Supplier provide, through written instructions, procedures to notify customer of any changes to their inspection system or procedures? ☐ Yes ☐ No ☐ N/A

Comments:

☐ Yes ☐ No ☐ N/A

Are flow down requirements i.e. drawings, and specifications adequately defined for jobs that require these items?

Comments:

III. Documentation, Records, and Corrective Action

A. Inspection and Testing Documentation:

Are written instructions, in sufficient detail, provided for in-process and final inspection? ☐ Yes ☐ No ☐ N/A

Comments:

Are written instructions, in sufficient detail, provided to cover all work affecting quality (handling, machining, assembly, fabrication, processing, cleaning, inspect/test, etc.)? ☐ Yes ☐ No ☐ N/A

Comments:

Does quality assurance participate in the review of work instructions to verify contract requirements and specifications are included? ☐ Yes ☐ No ☐ N/A

Comments:

Are in-process inspections documented in such a manner as to provide a positive inspection status of the material or parts? ☐ Yes ☐ No ☐ N/A

Comments:

Are assembly and inspection operations and test results documented and validated by quality assurance on a traveler, work order, or other identifying document? ☐ Yes ☐ No ☐ N/A

Comments:

Does Supplier have procedures outlining the acceptance criteria of inspection results? ☐ Yes ☐ No ☐ N/A

Comments:

Are written instructions provided as a guide to preservation, packaging, marking, and shipping methods? ☐ Yes ☐ No ☐ N/A

Comments:

B. Records:

Are all inspections and tests recorded and maintained on file for at least 11 years or more as required by contract? ☐ Yes ☐ No ☐ N/A

Comments:

☐ Yes ☐ No ☐ N/A

Do records indicate lot size, sample size, deficiencies found, quantities accepted and quantities rejected?

Comments:

Does the product and/or its associated inspection records identify operator and/or inspector performing the detailed operations? ☐ Yes ☐ No ☐ N/A

Comments:

Do records indicate nature of deficiencies and corrective action taken? ☐ Yes ☐ No ☐ N/A

Comments:

Are records of final inspection and test data maintained? ☐ Yes ☐ No ☐ N/A

Comments:

Do inspection records indicate actual dimensions checked? ☐ Yes ☐ No ☐ N/A

Comments:

C. Corrective Action:

Does the Supplier maintain an adequate corrective action system including verification that corrective actions have been implemented? ☐ Yes ☐ No ☐ N/A

Comments:

Does the system ensure prompt responses to requests for corrective action? ☐ Yes ☐ No ☐ N/A

Comments:

Does the Supplier have a system for corrective actions from subcontractors and Suppliers? ☐ Yes ☐ No ☐ N/A

Comments:

D. Drawings and Changes:

Does the Supplier have a written procedure describing drawing change control necessary to meet customer requirements? ☐ Yes ☐ No ☐ N/A

Comments:

Will Supplier's system assure that all manufacturing and processing is performed in accordance with the applicable revision of drawings & specifications as required by the contract? ☐ Yes ☐ No ☐ N/A

Comments:

Will this system serve to prevent the use of marked, illegible, or obsolete drawings which are not formally approved and controlled? ☐ Yes ☐ No ☐ N/A

Comments:

Is the system adequate to control customer furnished drawings and specifications? ☐ Yes ☐ No ☐ N/A

Comments:

Does the system assure that applicable technical documents, and changes thereto, are provided to subcontractors and Suppliers? ☐ Yes ☐ No ☐ N/A

Comments:

IV. Measuring and Test Equipment

Are detailed procedures used for inspection and calibration of tools, gages, and test equipment? ☐ Yes ☐ No ☐ N/A

Comments:

Does the system adequately provide for mandatory recall of all calibrated tools, gages, and test equipment? ☐ Yes ☐ No ☐ N/A

Comments:

Is production tooling calibrated according to procedures at established intervals? ☐ Yes ☐ No ☐ N/A

Comments:

Are customer furnished tools, gages, and test equipment adequately controlled? ☐ Yes ☐ No ☐ N/A

Comments:

Are employee-owned tools and gages subject to the same controls as company-owned tools and gages? ☐ Yes ☐ No ☐ N/A

Comments:

Do standards, currently in calibration, have certifications on file that are traceable to NIST? ☐ Yes ☐ No ☐ N/A

Comments:

Are all tools, gages, and test equipment adequately stored and maintained? ☐ Yes ☐ No ☐ N/A

Comments:

Are uncalibrated or out-of-calibration items identified and/or stored in such a manner as to preclude their use prior to calibration? ☐ Yes ☐ No ☐ N/A

Comments:

Are tools, gages, and test equipment identified in a manner to reflect:

A. Date calibration/inspected? ☐ Yes ☐ No ☐ N/A

B. Date due for recalibration? ☐ Yes ☐ No ☐ N/A

C. Item identity or serial number? ☐ Yes ☐ No ☐ N/A

Comments:

V. Process Control

Are written procedures adequate to control all processes? ☐ Yes ☐ No ☐ N/A

Comments:

Are requirements as stated in the contract and/or specifications included in written procedures? ☐ Yes ☐ No ☐ N/A

Comments:

Are the written procedures an integral part of the inspection system? ☐ Yes ☐ No ☐ N/A

Comments:

Is there a procedure in place for Counterfeit Part avoidance? ☐ Yes ☐ No ☐ N/A

Comments:

Does the supplier have an established Foreign Object Damage (FOD) program in place that meets NAS412? ☐ Yes ☐ No ☐ N/A

Comments:

VI. Indication of Inspection Status

Is the inspection status of products and materials indicated by stamps, tags, routing tickets, or other control methods as appropriate? ☐ Yes ☐ No ☐ N/A

Methods: _____

Comments: _____

Enter typical inspection status stamps below or attach a copy of procedures that identify the quality assurance stamps used by your company.

VII. Government/Customer Furnished Material

Is government/customer furnished material:

A. Checked for damage upon receipt? ☐ Yes ☐ No ☐ N/A

B. Inspected to applicable drawings and specifications? ☐ Yes ☐ No ☐ N/A

C. Stored to preclude damage? ☐ Yes ☐ No ☐ N/A

D. Functionally tested as required by contract? ☐ Yes ☐ No ☐ N/A

E. Controlled by identification and segregation? ☐ Yes ☐ No ☐ N/A

F. Verified for quantity received? ☐ Yes ☐ No ☐ N/A

Comments: _____

VIII. Damaged Government/Customer Furnished Material

☐ Yes ☐ No ☐ N/A

Is a written system in place to report damaged government/customer furnished material to the government or customer?

Comments:

Does the system provide for the identification and segregation of damaged material? ☐ Yes ☐ No ☐ N/A

Comments:

Does the system provide for the determination of probable cause and necessity for withholding material for use? ☐ Yes ☐ No ☐ N/A

Comments:

IX. Nonconforming Material or Product

Does the supplier have formal procedures and an established system for:

A. Detection of nonconforming items? ☐ Yes ☐ No ☐ N/A

B. Segregation of Nonconforming items? ☐ Yes ☐ No ☐ N/A

C. Identification and/or marking of nonconforming items? ☐ Yes ☐ No ☐ N/A

Comments:

Is a holding area used for nonconforming materials or products? ☐ Yes ☐ No ☐ N/A

Comments:

Are deviations that affect the customer's requirements referred to the customer for disposition? ☐ Yes ☐ No ☐ N/A

Comments:

Is there a documented procedure for the repair or rework of nonconforming material or product? ☐ Yes ☐ No ☐ N/A

Comments:

Is nonconforming material or product identified to the document used for rejection? ☐ Yes ☐ No ☐ N/A

Comments:

Is Quality Assurance represented in the materials review board (MRB) activity? ☐ Yes ☐ No ☐ N/A

Comments:

Do records of nonconformance and MRB action reflect adequate descriptions of deficiencies and subsequent corrective action? ☐ Yes ☐ No ☐ N/A

Comments:

X. Purchasing & Supplier Quality

Are adequate written procedures in use for the control of purchased materials and services? ☐ Yes ☐ No ☐ N/A

Comments:

Does quality assurance review procurement documents for the inclusion of quality requirements? ☐ Yes ☐ No ☐ N/A

Comments:

Are purchase orders and applicable drawings, specifications, inspection and test instructions, etc. available at the time and place of inspection? ☐ Yes ☐ No ☐ N/A

Comments:

Are supplier's quality programs evaluated by internal auditing? ☐ Yes ☐ No ☐ N/A

Comments:

Are the supplier's special processes monitored at adequate intervals by testing at receiving inspection, surveillance or process surveys? ☐ Yes ☐ No ☐ N/A

Comments:

XI. Sampling Inspection

Are sampling inspection instructions available to inspection personnel? ☐ Yes ☐ No ☐ N/A

Comments:

Do instructions provide for tightening or reducing inspection when previous inspection data warrants? ☐ Yes ☐ No ☐ N/A

Comments:

Is sampling performed to Mil-STD-105, other approved sampling plan and/or customer requirements? ☐ Yes ☐ No ☐ N/A

Comments:

Are different inspection indications (stamps, Inspection forms, etc.) used to identify sampling versus 100% inspection? ☐ Yes ☐ No ☐ N/A

Comments:

Do inspection records include lot size, sample size, and lot identity? ☐ Yes ☐ No ☐ N/A

Comments:

XII. Inspection Provisions

Is the measuring/testing equipment used for supplier's inspection adequate to control the products being inspected ☐ Yes ☐ No ☐ N/A

Comments:

Is the customer consulted in the event of changes to the inspection procedure? ☐ Yes ☐ No ☐ N/A

Comments:

XIII. Receiving Inspection

Does receiving inspection check incoming shipments to requirements of the purchase order, applicable drawings, and specifications? ☐ Yes ☐ No ☐ N/A

Comments:

Are incoming materials identified to the applicable purchase order or material certifications? ☐ Yes ☐ No ☐ N/A

Comments:

Are Materials, which are accepted on the basis of test reports and /or certificates of conformance, subjected to verification testing? ☐ Yes ☐ No ☐ N/A

Comments:

☐ Yes ☐ No ☐ N/A

Are test reports or certificates of chemical or physical analysis requested when applicable and maintained on file?

Comments:

Do receiving inspection records indicate acceptance or rejection of incoming materials or product? ☐ Yes ☐ No ☐ N/A

Comments:

Are records of receiving activities maintained for at least 7 years or more if specified on the contract? ☐ ☐ ☐

Comments:

Are there adequate controls for handling and protection of received goods in use? ☐ Yes ☐ No ☐ N/A

Comments:

Are inspected items properly segregated from material awaiting inspection? ☐ Yes ☐ No ☐ N/A

Comments:

Are materials properly handled and stored to prevent damage, contamination, and/or deterioration? ☐ Yes ☐ No ☐ N/A

Comments:

Is there a procedure in place for Counterfeit Part avoidance? ☐ Yes ☐ No ☐ N/A

Comments:

Does the supplier have an established Foreign Object Damage (FOD) program in place that meets NAS412? ☐ Yes ☐ No ☐ N/A

Comments:

General Comments:

Please mail, email or fax this form upon completion to the following:

Mac Machine Company, Inc.
7209 Rutherford Rd.
Baltimore, MD 21244
Attn: Amanda Tomaj
Phone: (410)944-6171, Fax: (410)944-6832
amanda@macmachine.com

Result of Survey: Approved ☐ **Conditional Approval** ☐ **Disapproved** ☐

For Mac Machine use only **Reviewed by: _____ Date: ___/___/_____**

REV	DESCRIPTION	DATE	AUTHORIZED BY
-	INITIAL RELEASE – RECREATED IAW AS9100 REV. D	08/28/2017	J. ENGER
1	UPDATED RESPONSE INFORMATION - DCR-0069	07/08/2020	J.ENGER