



Supplier Qualification Form

Vendor Number: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: _____ Fax No.: _____

Organization: _____ Individual: _____ Partnership: _____ Corporation: _____
Years in Business: _____
Employee Base: _____ Total Employees: _____ Quality Assurance Employees: _____
Products/Services/Sales: _____ Government: _____ % Commercial: _____ %
Company Representatives: _____ General Manager: _____
Quality Manager: _____

Principal Products/Services: _____

Outside Processes Utilized: _____

Special Processes Available: _____

Test Facilities in Plant:

System Certifications (i.e., ISO 9001, MIL Q-9858, AS9100, etc.) obtained with dates:

System	Date
_____	_____
_____	_____

PLEASE ENCLOSE COPY OF QUALITY MANUAL AND ANY CERTIFICATES LISTED ABOVE

Survey Respondent: _____ Date: _____
(Signature)
Title: _____

STOP! IF YOUR ANSWER INDICATES A CURRENT VALID REGISTRATION YOU DO NOT NEED TO COMPLETE FOLLOWING SECTIONS UNLESS THERE IS INFORMATION YOU DESIRE TO SHARE. IF YOU DO NOT HAVE A VALID REGISTRATION, PLEASE CONTINUE.



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	Yes	No	Procedure/Sec. of Qual Manual
MANAGEMENT			
DOES YOUR COMPANY UTILIZE AND MAINTAIN A QUALITY MANUAL?			
	<input type="checkbox"/>	<input type="checkbox"/>	
1. Is your Quality Manual approved by company management?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is your Quality Manual fully implemented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Last Quality Manual revision date: _____			
RAW MATERIALS CONTROL & INSPECTION			
DOES YOUR COMPANY:			
4. Utilize procedures covering responsibility and control over receiving inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Maintain procurement documents, applicable drawings and specifications that are accessible to receiving inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Maintain an "Approved Vendor List" that is available to receiving inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Segregate raw materials awaiting inspection from materials that have been inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Maintain receiving inspection records that indicate acceptance or rejection of all parts inspected at receiving?	<input type="checkbox"/>	<input type="checkbox"/>	
TRAVELERS/WORKORDERS			
DOES YOUR COMPANY:			
9. Utilize some kind of traveler or workorder to document manufacturing operations and inspection operations?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are travelers or workorders to document manufacturing/inspection operations maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
DO THE TRAVELERS/WORKORDERS THAT YOU UTILIZE PROVIDE, AT A MINIMUM, THE FOLLOWING INFORMATION:			
11. Supplier's job number, workorder number or purchase order number? (Keyed to incoming order documents.)	<input type="checkbox"/>	<input type="checkbox"/>	
12. Identification of the specific item or lot? (Serial number or lot number.)	<input type="checkbox"/>	<input type="checkbox"/>	
13. Part number of item being manufactured?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Revision level of item being manufactured?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Manufacturing and inspection operations in order of process sequence?	<input type="checkbox"/>	<input type="checkbox"/>	
WRITTEN PROCEDURES			
17. Are written procedures utilized for all operations being performed in the manufacturing process, including inspection operations?	<input type="checkbox"/>	<input type="checkbox"/>	



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CALIBRATION PROGRAM			
18. Does your quality system include a calibration program to assure that tools, gauges and other measuring and testing equipment are calibrated against standards traceable to the National Institute of Standards & Technology?	<input type="checkbox"/>	<input type="checkbox"/>	
19. Does your calibration program provide for mandatory recall of all calibrated tools, gauges and test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Are detailed written procedures used for calibration of tools, gauges and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
DO CALIBRATION RECORDS REFLECT THE FOLLOWING:			
21. Item identity number and name?	<input type="checkbox"/>	<input type="checkbox"/>	
22. Frequency of calibration?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Identity of procedure used for calibration?	<input type="checkbox"/>	<input type="checkbox"/>	
24. Date calibrated and date due for calibration?	<input type="checkbox"/>	<input type="checkbox"/>	
ARE TOOLS, GAUGES AND TEST EQUIPMENT IDENTIFIED IN SUCH A MANNER AS TO REFLECT THE FOLLOWING:			
25. Date inspected/calibrated and/or date due for inspection/calibration?	<input type="checkbox"/>	<input type="checkbox"/>	
26. Item identity or serial number?	<input type="checkbox"/>	<input type="checkbox"/>	
27. Are adequate facilities provided for transportation, storage and calibration or all tools, gauges and test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
FINAL INSPECTION			
28. Are final inspection and/or acceptance tests performed by, or under the surveillance of Quality Assurance?	<input type="checkbox"/>	<input type="checkbox"/>	
29. Do inspection and acceptance procedures reflect the approved test equipment to perform the respective operations?	<input type="checkbox"/>	<input type="checkbox"/>	
30. Are quality records of inspection and test data retained for a minimum of five (5) years after shipment of product?	<input type="checkbox"/>	<input type="checkbox"/>	
DO INSPECTION, ACCEPTANCE AND TEST PROCEDURES INCLUDE:			
31. Test set-ups and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
32. Inspection limits (parameters)?	<input type="checkbox"/>	<input type="checkbox"/>	
33. Do product associated test records reflect the test operator and/or inspector(s) performing detailed operation(s) as well as the date(s) performed?	<input type="checkbox"/>	<input type="checkbox"/>	
REJECTED MATERIAL CONTROL			
34. Does your company have written procedure(s) for identifying, segregating and dispositioning material from the production flow?	<input type="checkbox"/>	<input type="checkbox"/>	
35. Does a written procedure document the process for removal of discrepant material from production flow?	<input type="checkbox"/>	<input type="checkbox"/>	



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36. Do you have a formal Material Review Board (MRB)?	<input type="checkbox"/>	<input type="checkbox"/>	
37. Is there a segregated and controlled area for discrepant and/or scrap material?	<input type="checkbox"/>	<input type="checkbox"/>	
38. Are discrepancies analyzed and the results of the analysis documented?	<input type="checkbox"/>	<input type="checkbox"/>	
39. Are analysis results used to promote corrective action?	<input type="checkbox"/>	<input type="checkbox"/>	
40. Are all raw materials traceable through finished goods?	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL			
DOES YOUR COMPANY:			
41. Ensure that personnel are given the necessary training and authority to perform their function?	<input type="checkbox"/>	<input type="checkbox"/>	
42. Have a documented procedure for examining and reviewing contract requirements to ensure that they are adequately defined?	<input type="checkbox"/>	<input type="checkbox"/>	
43. Identify procedures which give a clear and precise definition of responsibilities for issue and revision of drawings, documents, manuals, instructions, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
44. Have a mechanism for the review and change of procedures and documentation?	<input type="checkbox"/>	<input type="checkbox"/>	
45. Have procedures for the purchasing of all products and services?	<input type="checkbox"/>	<input type="checkbox"/>	
46. Have documented procedures for investigation of causes of non-conforming product or service, and do they include corrective action to prevent recurrence?	<input type="checkbox"/>	<input type="checkbox"/>	
47. Have handling methods which prescribe and prevent damage or deterioration of product?	<input type="checkbox"/>	<input type="checkbox"/>	
48. Have procedures for controlling receipt and issue of product from stockrooms or other secure storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	
49. Have procedures which identify the processes of packaging, preservation and marking defined and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	
50. Have a procedure for internal quality audits?	<input type="checkbox"/>	<input type="checkbox"/>	
51. Have a current internal audit schedule?	<input type="checkbox"/>	<input type="checkbox"/>	
52. Initiate and document audit nonconformance and require corrective action to be taken?	<input type="checkbox"/>	<input type="checkbox"/>	
53. If appropriate, have documented procedures for performing and verifying that servicing meets the specified requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
54. If appropriate, have procedures which cover statistical techniques for verifying the acceptability of process capability and products?	<input type="checkbox"/>	<input type="checkbox"/>	

If you wish to add additional comments relative to the above questions, please use additional pages as required.