

Compucraft Industries - Supplier Questionnaire

Supplier Name		Date	
Street	City	State	Zip
E-Mail Address		Web Address	
Phone ()		Fax ()	

Survey Performed By

Date Performed

Name	Signature	
Name	Signature	Desk Survey []

Key Supplier Personnel

Employee Count

President/General Manager	Manufacturing Manager	Total #
Quality Assurance Manager	Purchasing Manager	Manufacturing #
Engineering Manager	Sales Manager	Quality #

Quality System Level

MIL-I-45208 [] ISO 9000 [] AS 9100 [] MIL-STD-45662/ANSI Z540 [] NADCAP []

Facility

Square Footage	Building Type/Condition	Years at present location
Environmental Controls: Humidity [] Temp [] Hazardous Waste []		

Major Customers

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Primary Products or Services Provided

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Return questionnaire by email or fax as soon as possible to:

Compucraft Industries, Inc., Attention: Quality, PO Box 712529, Santee, CA 92072

Additional Information to assist in Compucraft's evaluation:

Quality Management System Requirements and Scoring (for Compucraft's use)

	Yes	No	N/A
I. General			
II. Receipt of Materials and Services			
III. In-Process Control			
IV. Design Drawing/Specification Change Control			
V. Equipment Calibration Controls			
VI. Nonconforming Material Control			
VII. Corrective Action and CAB			
VIII. Quality Records			
IX. Purchasing			
<i>Totals:</i>			

Survey Section - To be completed by Supplier

- 1** If facility is operating under a registered quality system, stop here and attach a copy of certificate.
- 2** Check each question with a Yes, No, or Not Applicable.
- 3** When a question is checked No, please provide comments to allow for an adequate evaluation.

Section I - GENERAL		Yes	No	N/A
1	Is there a current organization chart of the company and the Quality Department?			
2	Is Quality recognized as not being solely the responsibility of the Quality Department?			
3	Is a quality manual and/or a set of documented procedures available and current? If quality manual available, please forward a copy.			
4	Is there a documented training program for personnel who have an affect on Quality? Procedure number:			
5	Are there requirements for periodic audits of all processes, personnel, and procedures?			
6	Is there a program to use statistical quality / process control? AQL? _____			
7	Are there quality performance measurements and continuous improvement?			
8	Is there a preventive maintenance program for equipment and tooling?			
9	Are adequate facilities/environment provided to ensure a quality product?			
10	Is there a Safety Awareness & Training program in place?			
11	Does management periodic review status and adequacy of the Quality program?			
12	Are records maintained in accordance with customer requirements?			
13	Are contracts reviewed for supplier's capability to fully meet requirements?			
<i>Comments</i>				

Section II - RECEIPT OF MATERIALS AND SERVICES

		Yes	No	N/A
14	Is there a written procedures for controlling incoming material? Procedure number:			
15	Is incoming material evaluated to determine accept/reject status?			
16	Are plans or guidelines used in performing functional tests and inspections?			
17	Is material adequately protected during handling, storage, and shipment?			
18	Is accepted or rejected material identified and properly segregated?			
19	Are shelf life and cure date materials properly identified and controlled?			
20	Are records maintained to indicate the final disposition of material?			
21	Is there an automated Material Requirements Planning system?			
22	Are records maintained of nonconforming material from a vendor?			
23	Are environmental conditions controlled (contaminants, temperature, humidity)?			
24	Are material certifications verified for accuracy?			
25				
<i>Comments</i>				

Section III - IN-PROCESS CONTROL AND INSPECTION

		Yes	No	N/A
26	Are there written procedures for in-process manufacturing and inspection? Procedure number:			
27	Are travelers or a similar document used for fabrication and inspection?			
28	Are actual measurement readings recorded during in-process inspections?			
29	Does the traveler identify tooling, jigs, fixtures, and other equipment to be used?			
30	Does the supplier utilize control charts for process control?			
31	Does the system provide for lot/batch traceability of material to the source?			
32	Does traveler documentation reference drawings, specifications and requirements?			
33	Are written plans available to control final tests and inspections?			
34	Is material / assembly status identified at all operational stages?			
35	Are processes subjected to verification and validation?			
36	Are records maintained of testing and/or special processing?			
37				
<i>Comments</i>				

Section IV - DESIGN DRAWING/SPECIFICATION CHANGE CONTROL

	Yes	No	N/A
38			
39			
40			
41			
42			
<i>Comments</i>			

Section V - EQUIPMENT CALIBRATION CONTROLS

		Yes	No	N/A
43	Is there a written procedure for recall/calibration of test and measurement equipment? Procedure number:			
44	Are jigs, fixtures, and personnel-owned equipment controlled within the calibration system?			
45	Do procedures provide for a periodic review of calibration history to determine validity?			
46				
47				
<i>Comments</i>				

Section VI - NONCONFORMING MATERIAL CONTROL

		Yes	No	N/A
48	Is there a written procedure for controlling defective material? Procedure number:			
49	Is defective material properly identified, segregated, and held in a controlled area?			
50	Do procedures provide for disposition of defective material by a Material Review Board (MRB)?			
51	Does supplier's MRB provide for Customer approval of dispositioned material?			
52	Is scrapped material conspicuously identified and controlled to prevent its use?			
<i>Comments</i>				

Section VII - CORRECTIVE ACTION AND PREVENTIVE ACTION

		Yes	No	N/A
53	Is there a procedure for a closed-loop corrective action system? Procedure Number:			
54	Is corrective action taken when trends indicate an increased defect rate?			
55	Is data analysis conducted in conjunction with rework/scrap to determine causes?			
56	Is there a Preventive Action methodology in place?			
57	When corrections are made, is their effectiveness reviewed and monitored?			
58	Does a Corrective Action Board (CAB) resolve difficult MRB issues?			
<i>Comments</i>				

Section VIII - QUALITY RECORDS

		Yes	No	N/A
59	Is there a written procedure for assuring the completeness / accuracy of quality records? Procedure number:			
60	Do inspection records indicate acceptance or rejection of product or work effort?			
61	Do quality records document manufacturing, test, and inspection activities?			
62	Are quality records maintained for a specified period? If yes, what is the standard period?			
<i>Comments</i>				

Section IX - PURCHASING

		Yes	No	N/A
63	Is there a written procedure for qualifying supplier subcontractors to specified requirements? Procedure number:			
64	Does the procedure provide for tracking / evaluating the performance of suppliers / subcontractors?			
65	Are Purchase Orders reviewed for adequacy prior to order placement?			
66	Does stock rotation occur using the FIFO method?			
<i>Comments</i>				