1871 MASON AVE.
DAYTONA BEACH, FL 32117

SUPPLIER QUALITY SYSTEM SURVEY

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SUPPLIER QUALITY SYSTEM EVALUATION REPORT

General Information

Company Name:	**Address:**
Phone Number:	
Fax Number:	
	E-mail address:
Sole Proprietorship **Partnership** **Corporation**	**If subsidiary, name of parent company:**

Organization

Facility Manager:	**Quality Assurance Manager:**
Number of Employees:	**Quality Manager Reports to (Title):**
Number of Production Employees:	**Number of Inspection Employees:**
Number of Engineering Employees:	**Total Quality Employees:**

Facility Description

Facility Size (square feet):	**Number of Sq. Ft. A/C:**
Number of Buildings:	**Number of Sq. Ft. Heat:**

Business

Describe any active registrations/accreditations (ISO 9001, AS9100, ISO/TS16949, NADCAP, etc) Attach copy of applicable certificate(s):	
Number of Years in Business:	**Number of Shifts:**
Types of Products Manufactured at Facility Evaluated:	
Names of Major Customers:	
Survey Completed by:	**Title:**

If the supplier is currently registered to ISO 9001:2000/2008, ISO/TS 16949:2002, AS9100B/C or AC7004, completion of the remainder of the survey is not required. Attach a copy of the applicable certificate and return to AO Precision Manufacturing, LLC.

To be completed by AO Precision Manufacturing

Supplier Approved by: _____, **Title:** _____, **Date:** _____,

INSTRUCTIONS FOR COMPLETING SURVEY

1. **Use Section Scoring Criteria to score each question.**
2. **If a document (procedure/instruction) exists to support the question, list in "COMMENTS".**
3. **If a question score is less than (3), provide explanation in "COMMENTS". Use Section 16 "COMMENTS" if more space is required.**
4. **Return completed survey to Manager, Quality Assurance, FAX: (386)274-5966 or johnsonc@aopmfg.com or mail to address on cover page.**

SUPPLIER QUALITY SYSTEM SURVEY

SECTION SCORING CRITERIA

0 Nothing is in place or planned or N/A
1 Planned but not yet documented or implemented
2 Developed, documented but not fully implemented
3 Fully documented and implemented.

QUESTION	DESCRIPTION	SCORE	COMMENTS
1	**MANAGEMENT FOR QUALITY**		
1.1	Does a quality manual exist and is it implemented and maintained for all levels of the organization?		
1.2	Is there a clear and documented definition of the quality function for all areas?		
1.3	Is there a procedure for the documentation of quality records?		
1.4	Are there standard procedures for personnel training and records of training performed?		
1.5	Are there procedures for planning, implementing, and recording internal quality audits?		
1.6	Are planned and documented internal audits carried out on, at a minimum, the topics covered in this survey?		
1.7	Are internal audits performed by personnel independent of those having direct responsibility for the activity being audited?		
2	**DOCUMENT CONTROL**		
2.1	Is a documented system maintained which ensures controlled distribution of drawings, specifications, and changes?		
2.2	Is there objective evidence of quality personnel's review of procedures, specifications, manufacturing instructions, purchasing documents, etc., prior to issues?		
2.3	Does the system ensure that the correct change level is used on documentation pertinent in manufacturing, inspection and test areas?		
2.4	Does the system require removal or identification of all obsolete/superseded/changed documents?		
2.5	Is there a procedure for adequate control of customer furnished drawings, specifications, and contract changes?		
3	**CONTRACT REVIEW**		
3.1	Is there a documented system maintained for formal review of customer requirements?		
3.2	Are contract reviews effective for assuring customer satisfaction?		
3.3	Are records of reviews maintained?		
4	**DESIGN CONTROL**		
4.1	Is there a written procedure established for management of design and development activities?		
4.2	Are design and development activities and responsibilities established?		

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5	**CONFIGURATION MANAGEMENT**		
5.1	Is there a documented system established to ensure that product meets design intent (requirements) throughout the design (if applicable) and realization process?		
5.2	Does the configuration management process include control of revisions and deviations (as applicable) and records thereof?		
6	**CONTROL OF PROCUREMENT**		
6.1	Does a documented system exist that evaluates and selects suppliers based on their quality system and ability to meet requirements?		
6.2	Are records of acceptable suppliers and their ratings maintained?		
6.3	Is there a procedure which ensures that procurement documents accurately and clearly describe product ordered as well as technical and quality requirements and correct revision levels?		
6.4	Is there objective evidence of review and approval of procurement documents prior to release?		
6.5	Is there a procedure for initiating corrective action on those suppliers whose performance is unsatisfactory?		
6.6	Do provisions exist for including Government Source Inspection (GSI) as applicable on purchase orders?		
7	**CONTROL OF PROCURED SUPPLIES AND SERVICES**		
7.1	Is there a procedure for preplanned inspection of all incoming raw materials, parts, and assemblies used in deliverable hardware?		
7.2	Are supplier supplied test reports/certifications and results of receiving inspection/tests for incoming material on file?		
7.3	Is periodic verification of raw material test reports performed by laboratory testing?		
7.4	Is material segregated and identified to preclude use of non-inspect/non-test or nonconformance items?		
8	**GOVERNMENT/CUSTOMER FURNISHED MATERIAL**		
8.1	Are there documented procedures for the control of verification, storage and maintenance of Government/Customer furnished material?		
8.2	Are records maintained indicating conformance to 5.1?		
8.3	Does a system exist to assure customer furnished equipment, property and material are used in accordance with contract requirements?		

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9	**STATISTICAL QUALITY CONTROL**		
9.1	Do procedures include sampling inspection?		
9.2	Do the above procedures allow for customer approval of the sampling plan?		
9.3	Are statistical methods that provide effective control of quality in use where appropriate?		
10	**HANDLING AND STORAGE**		
10.1	Is there a procedure for the proper handling, traceability and storage of materials, parts and assemblies?		
10.2	Is there a procedure for the control, identification and storage of limited life material?		
10.3	Are items in storage identified to indicate inspection status?		
10.4	Is there an established process for prevention of Foreign Object Damage (FOD)?		
11	**PROCESS CONTROL**		
11.1	Is there documentation which identifies production, installation and servicing operations (shop orders, travelers, work, instructions, etc.)?		
11.2	Are process specifications/procedures used which define complex operations such as: assembly, welding, X-ray, plating, cleaning and testing?		
11.3	Is there a procedure which specifies adequate workmanship requirements, cleanliness and handling practices for all areas?		
11.4	Is there objective evidence of quality personnel's review/approval of the above documentation?		
12	**SPECIAL PROCESSES**		
12.1	Is a system and records maintained which reflects certification of personnel performing special processes?		
12.2	Does supplier use customer approved processors/personnel when required by contract?		
12.3	Are applicable tests performed to verify process controls and quality of items processed?		
12.4	Are process controls and monitoring provided where quality cannot be assured by inspection alone?		
12.5	Is a system and records maintained which reflects validation/certification of Special Processes?		
13	**IN PROCESS AND END ITEM INSPECTION AND TESTING**		
13.1	Are inspection/test instructions preplanned and issued on a controlled basis?		
13.2	Is there a system for providing and controlling inspection acceptance/rejection criteria to all inspection functions?		

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13.3	Is "in process" inspection accomplished at critical operations throughout manufacturing?		
13.4	Does a procedure exist for final acceptance inspection and test, as applicable, on completed items prior to shipment?		
13.5	Are items not meeting inspection and/or test criteria, removed from product flow, segregated and held pending rework or other disposition?		
14	**RETENTION OF INSPECTION AND TEST RECORDS**		
14.1	Are adequate and up to date inspection and test record files maintained and available?		
14.2	Do retention periods comply with customer requirements?		
14.3	Is there traceability to individuals performing inspection functions through inspection stamp impression or other methods?		
14.4	Are actual inspection and test results included in inspection and test records?		
15	**CONTROL OF INSPECTION MEASURING AND TEST EQUIPMENT**		
15.1	Is there a procedure for calibration of Measuring and Test Equipment at planned intervals against standards traceable to NIST?		
15.2	Are personal tools and production tooling, which are used as inspection media, included in the calibration system?		
15.3	Do calibration records and labels indicate date of last calibration, calibrator's name/ID and date of next calibration due?		
15.4	Do calibration records contain the following additional information: Standard or equipment being calibrated, standards and calibration procedures being utilized, equipment accuracy and any repairs or adjustment made?		
15.5	In the case of nonconforming equipment, is affected product evaluated and suitably dispositioned?		
15.6	Are calibration records periodically reviewed and the calibration intervals adjusted as required?		
15.7	Are calibration environmental controls in compliance with calibration procedure requirements?		
15.8	Are contract calibration system requirements imposed upon Suppliers/Subcontractors?		
16	**CONTROL OF NONCONFORMING MATERIAL**		
16.1	Is there a procedure that provides for the segregation, identification and documentation of discrepant material?		
16.2	Does the procedure assign responsibility for disposition of discrepant material, i.e.; MRB/submit to customer?		

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16.3	Are procedures provided for repair or rework and re-inspection of nonconforming material?		
16.4	Is there a procedure for the identification and control of returned goods?		
16.5	Is reworked product re-inspected to original requirements prior to release?		
17	**PRODUCT IDENTIFICATION**		
17.1	Is there a documented system for maintaining material identification and inspection status throughout all areas?		
17.2	Is objective evidence of in-process and end inspection status/identification available?		
17.3	When required, does the system provide for complying with material and/or product traceability requirements?		
18	**PRESERVATION, PACKING, AND SHIPPING**		
18.1	Does a documented system ensure that customer requirements for identification, packaging, packing and documentation are met?		
18.2	Is there objective evidence reflecting inspection of identification and packing and that required documents are enclosed?		
19	**CORRECTIVE & PREVENTIVE ACTION**		
19.1	Is a documented process(s) maintained for implementation of corrective and preventive actions?		
19.2	Does the process provide for problem analysis and determination of root cause(s)?		
19.3	Are controls established to ensure that corrective and preventive actions taken are effective?		
20	**SERVICING**		
20.1	Are procedures established to ensure that servicing requirements are met?		
21	**QUALITY COSTS**		
21.1	Are Quality Costs tracked and reported?		
22	**HOUSEKEEPING**		
22.1	Is an environmental workplace policy established and appropriate to the product produced?		
22.2	Is the policy effectively implemented?		
23	**QUALITY IMPROVEMENT**		
23.1	Is Continuous Quality Improvement practiced as an organizational goal?		
23.2	Are team concepts and employee involvement employed for quality improvement?		

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QUESTION	DESCRIPTION	SCORE	COMMENTS
23.3	Is Benchmarking used a tool in quality improvement efforts?		
24	**COMMENTS (Attach additional comment sheets if required.)**		