



Vendor Survey

If your company is quality certified by an accredited third party registrar, only fill out the first page of this survey and then return both this first page and a copy of your certificate(s) via:

FAX
(704) 264-0008

OR

EMAIL
jimcontes@aviationmetals.net

Please answer all questions thoroughly and fill in all blanks. Answer "N/A" if an item is not applicable. Fill in "YES", "NO", or "N/A" where appropriate. Please address in detail on the final page of this document all NO or N/A responses. The information provided about your company shall be maintained as confidential.

Company Name: _____ Date: _____

Division of: _____

Location Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email: _____

Website: _____

Quality Contact: _____

Sales Contact: _____

Survey Completed By: _____

Additional Business Information / Points of Contact: _____

Type of products/services offered: _____

Approximate size of facility: _____ SQFT

No of production personnel: _____ QA: _____ Eng: _____

List three major customers who have performed quality system reviews at your facility within the preceding 18 months, aerospace companies preferred.

A: _____

B: _____

C: _____

AVIATION METALS USE ONLY

Approved for Use: Yes No Date: _____

Survey Reviewed by: _____



GENERAL

Is the company certified? If so, fax a copy along with first page of this survey to (704) 264-0008 and skip the remaining questions below.	YES	NO	N/A
Does your company have a quality manual?			

MANAGEMENT RESPONSIBILITY

Does your company have a Quality Policy in place?			
Is there an organizational chart?			
Does Quality persons have the authority to stop discrepant material from being shipped to customer(s)?			
Are Management Review meetings held?			
Are quality procedures in place and available to all employees effecting quality?			

CONTRACT REVIEW / PURCHASING

Is there a qualification process for suppliers?			
Is there an approved supplier list available to receiving inspection?			
Is there an approved supplier list available to purchasing?			
Are purchase orders and/or any other documentation reviewed to assure accuracy to customer requirements and specifications?			
Are these reviews recorded?			
Are purchase orders used?			
Are Purchase Orders reviewed by Quality Assurance to ensure customer requirements are included?			
Are these customer requirements flowed down to suppliers?			
Are these reviews recorded?			
Are suppliers evaluated to assure that material supplied meets customer requirements?			

CUSTOMER SUPPLIED PRODUCT

Are customer supplied material/items supplied to your company?			
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DESIGN CONTROL

Is design control apart of your operations?			
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PROCESS CONTROL

Does your company effectively address and have documentation on file for Process Control?			
Does your company perform any tooling?			

INSPECTION

Are incoming materials inspected for conformity to specifications?			
Are receiving inspections documented?			
Are Purchase Orders available to receiving inspection?			
Are certification records available for received items?			
Does your company perform In-Process Inspections?			
Does your company perform Final Inspection?			
Are there written work instructions that provide directions or specific data?			
Is there a system for documenting inspections that have been performed?			
Are stamps required to indicate inspections that have been performed?			
Is there an inspection stamp log available?			



Is there a system for handling lost or stolen stamps?			
Is there a system for identifying materials that have been accepted?			
Are rejected items segregated from other materials to keep from erroneously shipping to a customer?			
Are records of inspection and acceptance maintained that show or are traceable to: Aviation Metals part number, purchase order number, drawing revision, heat/lot number, the identity of the inspector, etc.?			
Are copies of these records available as a part of each shipments certification?			

MEASURING & TEST EQUIPMENT CALIBRATION

Does the system meet the requirements of MIL-STD-45662?			
Are requirements for measurement processes and measuring equipment meet ISO10012-1?			
Are all measurement devices used for acceptance parts periodically checked for accuracy?			
Are written records kept on each piece of measuring or test equipment?			
Are there written work instructions for calibrating or certifying each piece of measuring or test equipment?			
Is there a system for recalling measuring and test equipment on a periodic basis?			
Does the system ensure traceability to the National Institute of Standards and Technology?			

DOCUMENT CONTROL

Are procedures in place to control the use of the latest drawing for all areas?			
Are there adequate procedures for controlling all documentation affecting product configuration?			
Is there a procedure for assuring the adequacy of all documents including changes to documents?			

NON-CONFORMING MATERIAL

Are there segregated areas for the retention and storage of non-conforming materials?			
Is there a procedure for segregating and dispositioning of non-conforming material?			
Are non-conforming materials/scrap clearly marked as such?			
Is a Material Review Board (MRB) established?			
Are there written MRB procedures available?			
Is there a system in place to notify customers of potential non-conforming material?			

CORRECTIVE & PREVENTATIVE ACTION

Are there corrective action procedures to eliminate the causes of the non-conformity or discrepancy?			
Are there preventive action procedures to prevent future reoccurrences of an occurred or reoccurring discrepancy?			
Are these corrective and preventive actions retained?			
Does management review these corrective and preventive actions?			
Are surveys utilized for vendors?			
Does your company use corrective and preventive actions for continual improvement purposes?			
Is material handled in a manner to prevent any damage?			
Are materials stored in such a manner to prevent damage or deterioration?			
Are materials stored in a secure environment to where access is limited?			
Are materials identified adequately?			



Is proper packaging used to eliminate the possibility of damage?			
Are delivery procedures in place to where all shipping documents are supplied with shipped material?			

CONTROL OF QUALITY RECORDS

Are quality records retained for a minimum of 8 years?			
Are these quality records indexed in such a way to facilitate their retrieval?			
Are passwords utilized to prevent any tampering with computer-retained records?			
Are test results clearly identified on supporting documents (test reports, pack slips)?			
Do you assure traceability between your supplier/mill and you customers?			

INTERNAL AUDIT

Is there a documented internal auditing program?			
Are internal audits documented and kept on file?			
How often are these audits performed? _____ per _____			
Is there objective evidence that corrective action is taken when findings are noted?			

TRAINING

IS there a documented training program?			
Is formal and OJT training documented?			
Are training records retained for a minimum of two years after the person leaves the company?			

SERVICING

Does your company perform any servicing?			
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STATISTICAL TECHNIQUES

Are statistical techniques utilized to assure that processes are continually improved?			
Are these techniques effective?			
Are Sampling Inspections utilized?			

SHELF LIFE

Is there a documented shelf life program?			
Is there a list of materials that have shelf life limits?			
Do the shelf life items have the shelf life expiration date displayed?			

SAFETY & FIRE PROTECTION

Is the facility adequately secured for visitors, customers, and vendors entering the building?			
Does the facility have adequate fire protection?			
Are the fire protection devices inspected periodically?			
Are MSDS sheets kept on file and available to personnel?			
Are fire protection devices inspected periodically?			
Are fire lanes, doors, and fire extinguishers clear of obstruction?			
Are fire stations identified and extinguishers in serviceable condition?			
Are safety guards in place on power equipment?			
Are shop operations conducted in a safe manner and environment?			

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