Fuji Autotech USA, LLC
Walton, KY 41094

DATE: _____

SUPPLIER QUALITY SELF AUDIT & QUESTIONNAIRE FORM

DUNS# _____
Supplier Name _____
Complete Mailing Address _____
Complete Shipping Address (if different then mailing address) _____
Main Phone Number _____
Main Fax Number _____
Commodity to supply FAU _____
FAU Purchasing Contact _____
Company Web Page Address _____

	Name/Title	e-mail Address	Phone Number	Fax Number
Main Contact Person/Title				
Plant Manager/or Title				
Plant Quality Manager				
Designated QR/CAR Contact & Title				
Backup QR/CAR Contact & Title				

Quality Certifications &/or Awards	Date of Original Certification	Last Re-Certification Date	Next Re-Certification Date	If not Certified to TS16949, ISO 9001:2008 or ISO14001, list projected certification date
ISO/TS16949				
ISO 9001:2008				
QS9000				
ISO14001				
Other				

Return completed form to: Fuji Autotech USA, LLC
70 Precision Drive
Walton, KY 41094

Attention: Purchasing Department

SUPPLIER QUALITY SELF AUDIT & QUESTIONNAIRE FORM

The purpose of this questionnaire is to provide a general understanding of the nature of the supplier's quality organization and approach to quality. The responses to these questions should be provided by the facility that will be supplying the product. Please answer each question by typing, or printing in ink, an "X" in the appropriate box, or by filling in the blanks. Return the completed questionnaire to Fuji Autotech USA, LLC. The questionnaire will be distributed to the appropriate personnel for evaluation and possible follow-up audit.

Plant Information (For this location):

1. Basic products:

_____

_____

2. Customers:

_____

3. Major material suppliers:

_____

4. Do you utilize just in time (JIT) delivery? Y or N

5. Do you utilize FIFO? Y or N

6. Do you have product liability insurance, and at what amount? $_____

7. Total facilities area: _____sq. ft.

8. What percent is utilized capacity?_____%

9. Personnel:

Total employees:_____	Mfg. hourly:_____	Total salaried:_____
Quality hourly:_____	Quality salaried:_____	Engineering:_____

10. Union affiliation:_____ Date contract expires:_____

11. List laboratory/test facilities:

_____

12. Describe prototype capabilities:

_____

13. Do you use CAD/CAM? Y or N

14. Organizational structure: (Attach a copy of both the Plant & Quality Organization charts)

_____

15. Please attach copy of all Third Party Registrations

_____

SUPPLIER QUALITY SELF AUDIT & QUESTIONNAIRE FORM

		YES	NO
A.	**General Systems**		
1.	Is the Quality Department a separate/distinct part of your organization?		
2.	Do you have a Quality Manual?		
3.	Are there written procedures defining the quality-related functions?		
4.	Does the Quality Department have the authority to control nonconforming material?		
5.	Do you have a documented quality related training program?		
6.	Do you have a system for customer complaints and rejections?		
7.	Do you have a specific department, or organization responsible for advanced quality planning on new products?		
8.	Do you have a procedure for approval of new & rebuilt machinery/equipment?		
9.	Do you have a quality cost reporting system?		
10.	Do you regularly perform internal quality system audits to assure compliance to your existing quality procedures?		
11.	Does your facility have third party quality registration to QS9000, ISO 9001:2008, or TS 16949?		
12.	Does your procedure require customer notification of continued registration and / or "loss of third party registration"?		
13.	Does your procedure require that "loss of third party registration" be communicated to your customer?		
B.	**Statistical Process Control**		
1.	Do you have an ongoing program to train employees in SPC?		
2.	Do you have documented SPC for significant product characteristics & process parameters?		
3.	Is manufacturing responsible for SPC?		
4.	Does your SPC program require (min) 1.33 Cpk & 1.67 Ppk?		
5.	In instances where process capability has not yet been demonstrated, do you require a documented action plan to improve the process?		
6.	Do you use statistical techniques such as Design Of Experiments, Pareto analysis, regression and correlation analysis, etc.?		
C.	**Drawing and Specification Control**		
1.	Does the quality function review related drawings and specifications for new products before acceptance?		
2.	Are controls in place to assure the latest drawings, change notices and specifications are in use by manufacturing and quality personnel at the point of production and inspection?		
3.	Are there documented procedures for drawing & specification control and data control procedures?		
4.	Is there a documented record retention procedure? (Ex.,Life of Product & Service + 1 year)		
D.	**Measuring and Test Equipment Control**		
1.	Is all measuring and test equipment uniquely identified?		
2.	Do you have a documented calibration and control system in place?		
3.	Are calibration standards traceable to the National Institute of Standards and Technologies (NIST) or appropriate international standards?		
4.	Are GR&R's performed on all types of measuring devices?		

SUPPLIER QUALITY SELF AUDIT & QUESTIONNAIRE FORM

		YES	NO
E.	**Purchased Productive Material and Service Control**		
1.	Is a list of approved suppliers maintained?		
2.	Are supplier quality audits/surveys conducted?		
3.	Are suppliers required to use SPC and are records/data available?		
4.	Are in-house or external heat treat sources approved to specific or specified Heat Treat specifications?		
5.	Do you require supplier material certifications & routinely verify same?		
6.	Are inspected materials uniquely identified from those awaiting inspection?		
7.	Do you have controls to prevent movement of rejected incoming material to storage or point of use?		
8.	Do you have **AIAG APPROVED** bar coding capabilities?		
9.	Do you have product traceability from incoming through shipped product?		
10.	Do you have documented procedures for contract review?		
11.	Did you read the terms and conditions agreement at http://www.fujiautotec.com/supplier/termsandconditions.html and do you agree with the terms and conditions?		
12.	Did you read the FAU Supplier Requirements Manual located at http://www.fujiautotec.com/supplier/fausupplierrequirement.html and can you meet all the requirements identified in the FAU Supplier Requirements manual?		
F.	**Internal Non-Conforming Material Control**		
1.	Are controls in effect to prevent movement of nonconforming or suspect material back into the normal production flow?		
2.	Is nonconforming product analyzed to determine cause and extent?		
3.	Do you take corrective action to prevent recurrence of nonconformity?		
4.	Is there a procedure for timely disposition for non-conforming material?		
5.	Do you have segregated hold areas for nonconforming material?		
6.	Is reworked or sorted material resubmitted for inspection?		
G.	**In-Process Control**		
1.	Is first piece (heat, batch, lot, ladle analysis) inspection approval required?		
2.	Do you perform in-process product audits?		
3.	Is material identified throughout the process, with unique identification?		
4.	Are control plans and/or operator instructions available at each operation?		
H.	**Finished Product Verification**		
1.	Does finished product receive a final inspection by the Quality Department?		
2.	Are inspection/test procedures or instruction sheets used?		
3.	Do you perform PPAP's submissions for all customers per the current edition of the AIAG PPAP Manual?		
4.	Does your PPAP process require customer notification and concurrence (designated using facility) prior to shipping product?		
5.	Does your PPAP process include provisions for yearly customer PPAP submission (including sub-components if applicable)?		
I.	**Customer Deviation / Concession**		
1.	Do you have a deviation/concession procedure?		
2.	Does it include customer approval authority for the deviation / concession before the shipment of product?		
3.	Do you have a procedure that requires notification to FAU for a Change Request? (Changes to Machines, Processes, Materials, Design ect. including Sub-Supplier changes)		
J.	**Customer Complaints / Quality Rejections**		
1.	When Customer complaints are received, Do you have a method of ensuring all departments of the organization are notified (including Upper Management)?		
2.	Do procedures require that your response to nonconforming material include (D3) Containment actions and response within 24 hours, (D6) Permanent Corrective Actions and response within 7 days, and (D8) Completion within 30 Days?		
3.	Do procedures require Customer concurrence with closure of completed corrective actions?		

Person completing this questionnaire, please complete following:

Print Name/Title: _____ Date: _____

Fuji Autotech USA, LLC Review

Quality (Name): _____ Date: _____

Purchasing (Name): _____ Date: _____

Is follow-up visit required? YES NO

Revision History

Rev	Date	Change Made	Person making change
A	1/27/06	New Document	Dave LoDestro
B	6/24/09	Added: Is follow-up visit required	Laurie Wright
C	8/21/09	Deleted 8a (10 Sigma). Changed Section C 3 to: documented procedures for drawing & specification control	Laurie Wright
D	6/14/13	Updated section H3 to current edition and section I3 to (Machines, Processes, Materials, Design ect including Sub-Suppliers changes)	Ramona Lawson
E	9/20/13	E Items 11 and 12: Added reference to the Terms and Conditions found FAU website	Felipe Carranza
F	9/24/13	Combined 11 & 12 and added a “new” 12 referencing Supplier Requirements Manual in Section E Minor word change in Sections D & I. Updated references of ISO 9001:2000 to ISO 9001:2008	Laurie Wright
G	10/24/13	Create version that can be fill electronically and add it to the Fuji Autotech website. Non character change that’s why stay black.	Felipe Carranza