



1200 West 96th St
 Minneapolis, MN 55431
 Ph: 952-888-7900
 Fax: 952-888-2719

Supplier Qualification Survey

Supplier Information

Company Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

email address: _____ website: _____

Business Type: Manufacturer Service Distributor Other _____

Products or Services provided: _____

Management Personnel

First & Last Name	Title	Phone	email address

Quality Manager reports to: _____

Total Number of Employees

Production:	_____	Engineering:	_____
Inspection:	_____	Support Staff:	_____
Other — describe:	_____		

Basic Quality System Questions

What Quality System certifications / approvals does your company hold? (check all that apply)

ISO 9001 ISO 13485 AS 9100 ISO 17025 MIL-PRF-31032 Other

Other (Specify): _____

If your company holds one or more of the current accreditations listed above, it is not necessary to complete the questionnaire. Please sign and date this survey below, attach a copy of your certification(s) and return to Printed Circuits. All others please complete all pages and return.

In accordance with the requirements of AS9100, Printed Circuits suppliers and their facilities are hereby subject to customer surveillance and investigation. A "Right of Entry" clause is in effect for all contracts. This provision shall allow for Printed Circuits their customers and regulatory agencies to determine and verify the quality of work, records and material at any place, including the plant of the sub-contractor.

This survey was completed by:

First & Last Name	Title	Date

Management Responsibility

	Yes	No	N/A
1 Is there a management policy and objectives for, and commitment to, quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Is there a requirement for all personnel to adhere to the documented quality system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Are there defined responsibilities and authorities for personnel who perform work affecting quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Is the commitment to quality known and understood by all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Is there a documented process to assess customer satisfaction and analyze the results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quality System

	Yes	No	N/A
6 Do you have a documented quality manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Is there a person responsible for Quality who does not report to Production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Does management periodically review the quality system to ensure effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Is the management review documented? Are opportunities for improvement noted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning

	Yes	No	N/A
10 Is there a documented Business Continuity Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Is there a system which defines the manufacturing capacity and resource planning processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Is there a system to assess risk when planning changes to the quality management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Has your organization established quality objectives at relevant functions, levels and processes needed for the quality management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documented Information

	Yes	No	N/A
14 Do you have documented procedures to ensure only current document revisions are used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Is there a system for identification, retrieval and removal of obsolete documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Are records for changes to documents and the incorporation of those changes maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Is there a documented procedure for identification, collection, indexing, filing, storage, maintenance and disposition of documented information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contract / Purchase Order Review

	Yes	No	N/A
18 Is there a documented procedure for the review of requirements specified by the customer, including the requirements for delivery and post delivery activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Is there a documented process for review of Contract / PO amendments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Are customer requirements defined, documented and communicated to all levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Are contract review records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Procurement & Sub-Tier Suppliers

	Yes	No	N/A
22 Are there documented procedures to ensure that purchased product/materials meets requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 Is purchased material inspected to assure conformance with purchase order requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 Are purchasing documents reviewed and approved for adequacy prior to release?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 Is there a documented process for selection and approval of suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 Do you maintain an approved suppliers list and evaluate supplier performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Product Identification & Traceability

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 27 Is there a documented procedure for identifying product from applicable drawings, specifications, or other documents during all stages of production, delivery, storage and installation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28 Is product identification maintained at all stages of manufacturing with traceability? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Process Control

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 29 Are there documented procedures defining how manufacturing processes and supporting documentation (i.e. router, manufacturing plans, customer controlled planning etc.) are controlled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 Are there requirements for a suitable preventive maintenance program to ensure continuing process capability? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31 Are records maintained for qualified processes, equipment and personnel as appropriate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Inspection & Testing

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 32 Is there a documented procedure that defines inspection and test activities including inspection status (uniquely traceable to inspection personnel) and sample inspection requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33 Are there both in-process and final inspection activities in place to verify that all purchase order, drawing and contractual requirements are met prior to shipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34 Are records of inspections and tests maintained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35 Are there requirements to ensure that incoming product cannot be used or processed until it has been inspected or otherwise verified as conforming to specified requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36 Do inspection and test documents clearly identify test results and who performed the tests? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Inspection, Measuring & Test Equipment

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 37 Are there documented procedures that define how all inspection, measuring and test equipment within the facility are controlled and maintained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38 Is all equipment used for acceptance calibrated and traceable to a nationally recognized standard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39 Is calibrated equipment physically identified and traceable as to calibration status and recall dates? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40 Are in-house calibrations carried out under suitable environmental conditions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41 If equipment is found to be faulty or out of calibration, are procedures in place to perform an assessment of previous inspection results including the possible recall of product for reinspection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Control of Nonconforming Material

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 42 Is there a documented procedure that defines the identification, segregation, evaluation, disposition and customer notification of nonconforming material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 43 When required by contract, is nonconforming material that is subject to repair, rework or use-as-is reported to the customer and a formal deviation request made? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44 Are procedures in place that require customer notification when nonconforming material has escaped the suppliers' facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Corrective Action

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 45 Is there a documented procedure for instituting Corrective action, and are the responsibilities clearly defined? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46 Are recognized problem solving methods (such as 5-Whys) used to identify the true root cause? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47 Are there documented procedures for addressing and documenting customer complaints? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Handling, Storage, Packaging, Preservation & Delivery

	Yes	No	N/A
48 Are there procedures for handling, storage, packaging, preservation, and delivery of product or material to prevent damage or deterioration? Is non-conforming product segregated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49 Are the packaging and marking processes adequate to ensure conformance to specified requirements at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 Is there a documented process to ensure that all required, correct, associated documents are provided with ordered product as requested by the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Internal Audit

	Yes	No	N/A
51 Is there a documented procedure for internal audits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52 Is there an audit schedule that addresses all aspects of the quality management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53 Do you ensure that internal auditors do not audit areas where they hold responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54 Are records of audits maintained and reviewed by responsible management personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training

	Yes	No	N/A
55 Have personnel whose work can directly affect product quality received the necessary training in accordance with your documented procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56 Are training records for personnel performing functions affecting quality maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General

	Yes	No	N/A
57 Will you allow Printed Circuits personnel to inspect and audit your quality system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for your time and effort to complete this survey

This section for Printed Circuits use only

Customer directed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TRB approved	<input type="checkbox"/>	<input type="checkbox"/>
Disqualification	<input type="checkbox"/>	<input type="checkbox"/>

Quality System Certs attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--------------------------------------	---------------------------------	--------------------------------

Comments:

Quality Approval & Date

Purchasing Approval & Date