DATE:

COMPANY NAME

ADDRESS

ATTENTION:

Because you are a key manufacturer/supplier, our Total Quality Management System requires us to evaluate your Quality System as part of our own commitment to Quality. This is done in order to gain confidence that the quality level you are currently providing can be maintained or improved in the future. This questionnaire is a means of gauging the content and scope of your Quality System.

Please return the completed questionnaire by mail, fax or email. We thank you in advance for your cooperation and completion of this questionnaire. Should you have any questions, please feel free to contact me.

Sincerely,

Quality Management Representative

Ultra Electronics Ocean Systems Inc.

Section 1

**Business Information Company Name:**

Cage Code/FSCM No.:

Address:

City, State, Zip:

Email: Telephone: Fax

Web Site: Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President: COO:

Quality Manager: Reports to:

Purchasing Contact: Sales Contact:

DISTRIBUTOR: *What type are you?* Authorized [ ]  Franchised [ ]  Stocking [ ]

Quality Control System Complies With: ISO-9001 [ ]  AS9100 [ ]  COMMERCIAL [ ]  OTHER [ ]

Does the supplier have a documented Quality Management System? YES [ ]  NO [ ]

Products/Services Provided:

**General**

(a) Does your company agree to supply only material / items which has been obtained YES [ ]  NO [ ] \*

directly from the OEM manufacturer?

\*If no, will your company provide advance notification and withhold delivery YES [ ]  NO [ ]

 pending authorization?

(b) Is your company qualified to perform:

* Screening Tests YES [ ]  NO [ ]
* Reliability Tests YES [ ]  NO [ ]
* Burn-in Tests YES [ ]  NO [ ]
* Modifications YES [ ]  NO [ ]
* Identification Marking YES [ ]  NO [ ]
* Assembly Operations YES [ ]  NO [ ]

(c) Does your company procure material to MIL Specifications? YES [ ]  NO [ ]

Section 2

**Quality Management System:**

1. **Quality system**

Does your company have a Quality Management System that is certified/registered to the ISO-9001

 or AS9100 standards?

Yes: [ ]  No: [ ]

If YES, please submit a copy of your 3rd party Certification with this survey.

And GO TO section 21 to complete the survey.

1. ***Customer P.O. Processing***

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a complete review by qualified personnel to ensure that all contractual, P.O. and drawing requirements are understood and addressed?

 Yes: [ ]  No: [ ]

How are customer requirements controlled and issued to responsible departments?

(Requirements flowed down into work order instructions) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Procurement & Outsource Control**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do procurement documents reflect drawing / specification or customer requirements?

 Yes: [ ]  No: [ ]

1. **Document Control**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a process that ensures all drawings and changes are reviewed, controlled and distributed?

Yes: [ ]  No: [ ]

Do shop orders, travelers, routing sheets, etc…indicate the most current revision level?

Yes: [ ]  No: [ ]

1. **Material Control**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the supplier have capability to provide material traceability back to a lot number or date code and supports FIFO of material usage?

Yes: [ ]  No: [ ]

Is the suppliers' MRP system adequate to identify material needs in a timely manner?

Yes: [ ]  No: [ ]

1. **Work Instructions**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are clear instructions, visual aids and /or other drawings / specifications used to assemble products?

Yes: [ ]  No: [ ]

Are manufacturing/assembly steps identified on work orders, ops sheets, travelers, or other such method?

Yes: [ ]  No: [ ]

1. **Production Resources**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the supplier have adequate resources (manpower, equipment, facility technical-knowledge) to support the operation for product supplied to UEOS?

Yes: [ ]  No: [ ]

1. **Measurement & Test Equipment**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are there procedures to control, calibrate and maintain inspection and test equipment?

Yes: [ ]  No: [ ]

Is all measuring and test equipment identified with calibration stickers?

Yes: [ ]  No: [ ]

1. **Receiving, In-Process and Final Inspection & Test**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are all incoming items inspected or accompanied by a C of C?

Yes: [ ]  No: [ ]

Is there a system for identifying the inspection status of all materials during manufacture?

Yes: [ ]  No: [ ]

Are all finished products inspected by the Quality to insure that all contract requirements have been met. Yes: [ ]  No: [ ]

*For on-site survey by UEOS rep. - Verify a final acceptance package for objective evidence. (FAI, inspection records, test data, C of C, etc…)*

1. ***Data & Records***

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are records available that provide evidence that the product has been inspected /tested?

Yes: [ ]  No: [ ]

*For on-site survey by UEOS rep. - Verify that the product was manufactured to the proper drawings and specifications revisions.*

1. **Corrective Action & Improvements**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the supplier have a process in place for corrective action to correct assignable causes that have resulted in discrepant materials or products?

Yes: [ ]  No: [ ]

Are discrepant materials identified and segregated?

Yes: [ ]  No: [ ]

1. **Packaging, Storage & Delivery**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are all out going shipments checked for proper parts, qty, and paperwork?

Yes: [ ]  No: [ ]

*For on-site survey by UEOS rep - Review how the supplier determines what packaging materials are to be used, labeling requirements, bar coding requirements and environmental protection is required. And how the supplier furnishes the required shipping documentation (packing slips, invoices, freight bills, etc…) and tracking information for each order.*

1. **Competency and Training**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is the level of education, training or experience appropriate for the assigned tasks?

Yes: [ ]  No: [ ]

Are records of training maintained and current?

Yes: [ ]  No: [ ]

1. **Technical Support**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is the supplier's staff technically qualified to provide assistance in problem resolution, product enhancements, repairs and has current knowledge in the technology of their industry.

Yes: [ ]  No: [ ]

Does the supplier have access to all applicable specifications ( Mil-Specs, IPC, etc…) and are they capable of complying to specification quality and test requirements?

Yes: [ ]  No: [ ]

1. **Housekeeping and Facilities**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is the work environment suitable for the work to be performed? (generally clean, organized, orderly, well lighted, adequate space, etc…)

Yes: [ ]  No: [ ]

Is the supplier familiar with Lean Mfg concepts? (cell mfg, 5S, visual factory, cycle time reduction, standardized work, etc…)

Yes: [ ]  No: [ ]

1. **Metrics - Key Performance Indicators**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the supplier track performance metrics for Quality, Delivery and efficiencies?

Yes: [ ]  No: [ ]

1. **Risk Management**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the supplier have knowledge / procedures for risk management?

(Contingency plans, fire protection, environmental risk plans, data back up plans, disaster recovery plans)

Yes: [ ]  No: [ ]

1. **Customer Support /Communication**

List your applicable company documentation that addresses this aspect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

How does the supplier respond to customer requests for RMAs, corrective actions and failure analysis?

Yes: [ ]  No: [ ]

1. **Distributors**  Not Applicable [ ]

• Is the distributor authorized by the part manufacturer? Yes: [ ]  No: [ ]

• Are on site testing / screening inspections performed? Yes: [ ]  No: [ ]

• Does capability exist for repackaging of electronic parts? Yes: [ ]  No: [ ]

• When requested will the distributor provide responses for corrective action? Yes: [ ]  No: [ ]

• Are First In - First Out procedures utilized? Yes: [ ]  No: [ ]

• Are age sensitive items identified and re-inspected /retest as required? Yes: [ ]  No: [ ]

• Are certificates and traceability maintained from the part OEMs? Yes: [ ]  No: [ ]

1. **COTS Suppliers** Not Applicable [ ]

• Are product data sheets available? Yes: [ ]  No: [ ]

• Does the supplier have a documented quality system? Yes: [ ]  No: [ ]

• Is the supplier capable of providing failure analysis? Yes: [ ]  No: [ ]

• When requested will the COTS supplier provide responses for corrective action? Yes: [ ]  No: [ ]

• Does the supplier maintain lot / batch traceability? Yes: [ ]  No: [ ]

1. **Special Processes**

Identify those special processes that will be required to support the product to be developed / built by this supplier.

***Check all that apply and note applicable specifications:***

***Note any NADCAP certified processes***

[ ]  ***Electrostatic Discharge Control*** [ ]  ***Pressure Testing***

[ ]  ***Fusion Welding*** [ ]  ***Soldering***

[ ]  ***Resistance Welding*** [ ]  ***Conformal Coating***

[ ]  ***Electron Beam*** [ ]  ***Painting***

[ ]  ***Brazing*** [ ]  ***Anodize Hard Coat***

[ ]  ***Heat Treatment*** [ ]  ***Sand Casting***

[ ]  ***Chemical Film*** [ ]  ***Investment Casting***

[ ]  ***Electro Plating*** [ ]  ***Radiographic Inspection***

[ ]  ***Chromate*** [ ]  ***Plastic processing***

[ ]  ***Magnetic Particle Inspection*** [ ]  ***Printed Circuit Board Fabrication***

[ ]  ***Fluorescent Penetrant Inspection*** [ ]  ***Wave soldering***

[ ]  ***Surface Mount Technology*** [ ] ***Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. **Counterfeit Parts**
* Does the supplier have a Counterfeit Parts program? Yes: [ ]  No: [ ]
1. **Foreign Object Damage (FOD)**
* Does the supplier have a FOD prevention program? Yes: [ ]  No: [ ]

Please add comments you believe would assist us in our evaluation:

STATEMENT: I attest that the information furnished herein is true and accurate to the best of my knowledge.

Signature: Date:

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for taking the time to assist us with this information. Your cooperation ensures our complete and thorough consideration of your company for inclusion on our Approved Supplier List.

**Ultra Electronics Ocean Systems – Evaluation**

Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Approved for Purchase (QM): [ ]  Yes [ ]  No

**Approval Method**

|  |  |
| --- | --- |
| ISO9001/AS9100 |  |
| On-Site UEOS Survey |  |
| Supplier Self Survey |  |
| Supplier History |  |
| Customer Directed Source |  |
| QPL Supplier |  |
| Special Process Certification |  |
| OTHER |  |

**UEOS QA :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_