**Supplier Quality Survey**

This report is intended to supply C&H Machine with data relative to the capabilities of the supplier. Complete this survey and return to C&H Machine, along with copies of any applicable certifications/documentation requested within the next 15 days.

**All fields marked with an (\*) require data input.**

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Company Name:** |       | **Cage Code:** |       |
|  |
| **\*Address:** |       |
|  |
| **\*City:** |       | **\*State:** |       | **\*Zip Code:** |       |
|  |
| **\*Phone No:** |       | **Website:** |       |
|  |
| **\*Type of Business:** | [ ]  Manufacturer | [ ]  Distributor | [ ]  Service |
|  |
| **Size of company (sq. ft)** |       | **Current Capacity %** |       |
|  |
| **\*Business Classification:** |       |
|  |
| **\* Number of Employees:** | Quality |       | Engineering |       |
|  |
|  | Production |       | Total Employees |       |
|  |
| **\*Principal Service/Product:** |       |
|  |
| **\*Capabilities (see page 4):** |       |
|  |
| **Organization** |
| \*Head of Quality Management |
| Name: |       | Title: |       |
|  |
| Phone: |       | E-mail: |       |
|  |
| \*Head of Manufacturing |
| Name: |       | Title: |       |
|  |
| Phone: |       | E-mail: |       |
|  |
| \*Quality Contact |
| Name: |       | Title: |       |
|  |
| Phone: |       | E-mail: |       |
|  |
| **Person Completing Survey** |
| Name: |       | Title: |       |
|  |
| Phone: |       | E-mail: |       |
|  |
|  |

|  |
| --- |
| **Risk – Self Assessment** |
|  |  | **1) Supplier Name** | **2) Supplier Address** | **3) Date** |
|   |       |       |
| **PRODUCT RISKS** | **RISK LEVEL** | **4) RISKLEVEL** |
| **1** | **2** | **3** | **4** |
| **1** | Product Complexity | Detail | Minor Assembly | Major Assembly | Large Scale Integration |  |
| **2** | Special Process Approvals / Complexity | None | (1) Process | (2-3) Processes | > (3) Processes |  |
| **3** | Measurement / Inspection Capability | Quality / Inspection Plans Created | Inspections Defined and Planned | Limited Inspection Steps | Inability to Inspect Product |  |
| **4** | Tooling Management Process | Full Periodic / Calibration | Limited Periodic / Calibration | Visuals Only | None |  |
| **5** | Sub-Tier Controls | Requirements Flowed through & validated | PO Review | Some PO Notes | None |  |
| **6** | FOD Control Program | Fully Deployed | Limited Deployment | Awareness Only | None |  |
| **7** | Counterfeit Parts / Material Control Program | Fully Deployed | Limited Deployment | Awareness Only | None |  |
| **8** | Control of Nonconforming Product | High Level of Control and Corrective Action | High Level of Control | Limited Control | None |  |
| **9** | Variation Management Process | Full Control of Key Characteristics | SPC Applied | Training Only | None |  |
| **10** | Contract Review Process | Multi-Functional Review Process | Single Review Process | Limited Application | None |  |
| **11** | Lean Manufacturing / Continuous Integration Program | Fully Deployed Lean/CI Program | Limited Deployment | Awareness Only | None |  |
| **12** | Workplace Environmental (Temp/Humidity) | Fully Deployed thru Facility | High Level of Control | Limited Controls | None |  |
|  | **SUPPLIER / SYSTEM RISKS** | **RISK LEVEL** | **4) RISKLEVEL** |
| **1** | **2** | **3** | **4** |
| **13** | Certified to AS9100 Latest Rev | Certified | Certification Audit Scheduled | Certification Process Planned | No Plan to Certify |  |
| **14** | Delivered Quality All Customers | > 98% | 95-98% | 90-95% | Less than 90% |  |
| **15** | On Time Delivery All Customers | > 98% | 95-98% | 90-95% | Less than 90% |  |
| **16** | Available Capacity for New Business | Capacity Available | Capacity Improvements Planned | Limited Capacity | None |  |
| **17** | Resource Constraints (Operations/Engineering) | None | Some | Multiple | Not Understood or Identified |  |
| **18** | Export / Import Restrictions | None | Identified and Planned For | Identified with No Plan | Not Understood or Identified |  |
| **19** | Biggest Single Customer % of Sales | Up to 25% | 26-50% | 51-75% | > 75% |  |
| **20** | Stability – Years in Business | > 10 | 6 to 10 | 3 to 5 | < 2 |  |
| **21** | Location – Logistics | Local to C&H Machine (Within State) | North America | International – Americas | International – Out of Americas |  |
| **22** | Economic / Social Factors for Region | No Risk of Unrest | Low Risk of Unrest | Medium Risk of Unrest | High Risk of Unrest |  |
| **23** | Natural Disaster Risks | None | Low | Medium | High |  |
| **24** | Recent or Planned Change of Ownership | No Risk Identified | Low Risk Identified | Medium Risk Identified | High Risk Identified |  |
|  |  | **Name / Date** | **Title** | **Name / Date** | **Title** | **0.00** |
| **5) Prepared by:** |       |       |       |       |
|  | **Instructions for filling out Risk Assessment (enter data in the light green fields above):** |  |
|  | 1. Enter company name
 |  |
|  | 1. Enter facility address
 |  |
|  | 1. Enter the date completed.
 |  |
|  | 1. Enter a Risk Level value of 1 thru 4, which you feel is appropriate for each of the 24 lines above.
 |  |
|  | 1. Enter preparer name(s) / date and title of preparer (if more than one, enter all)
 |  |

|  |
| --- |
| **Approvals and Certifications** List all 3rd party system certifications (such as, but not limited to, AS9100, AS9120, ISO 9001, ISO 14001, ISO 17025, etc.) |
| **Certification Description** | **Expiration Date** | **Certification #** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| **Nadcap Special Process Certifications** |
| **Process** | **Expiration Date** | **Certification #** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

| **Trade Compliance Regulations** |
| --- |
| 1. If your organization is engaged in the U.S., in the business of either exporting, manufacturing, or brokering items subject to the International Traffic in Arms Regulations (“ITAR”), 22 CFR 120-130, are you registered with the Directorate of Defense Trade Controls (“DDTC”) in accordance with CFR 122.1 and 129.3 & do you have a working knowledge of U.S. government export regulations, including those imposed by the U.S. Department of State, DDTC, ITAR and the U.S. Department of Commerce, BIS and EAR?
 |
| *A “YES” response to this question requires you to provide C&H Machine with a “****Redacted****” copy of your registration letter. (Redacted means the registration code in both the header and in paragraph 1 have either been removed or made non-legible).* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Does your organization maintain an effective export/import compliance program in accordance with DDTC (Directorate of Defense Trade Controls) guidelines?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Does your organization have a working knowledge of DCMA’s DPAS Rating System?
 | Yes [ ]  | No [x]  | N/A [ ]  |
| 1. Does your organization have a working knowledge of NIST 800-171 related to DFARS clause 252.204-7012 & are in process of achieved CMMC readiness?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Does your organization engage in offshore manufacturing or employ nationals of any countries of than your company’s country of incorporation? If so, please provide country & nationalities(s):
 | Yes [ ]  | No [ ]  | N/A [ ]  |

|  |
| --- |
| **If your Quality System is certified to ISO9000, AS9000 or any Aerospace Prime, stop here. Please sign this questionnaire below and return it along with copies of all your certifications.****If not, please complete this entire survey.** |
|  |
| **Signature:** |       | **Date:** |       |

|  |  |  |
| --- | --- | --- |
|  | **VENDOR CAPABILITIES CODES** |  |
|  |  |  |
| 1 |  FUSION WELDING |
| 2 |  RESISTANCE WELDING |
| 3 |  ELECTRON BEAM WELDING |
| 4 |  PLATING |  |
| 5 |  PRIMING &/OR PAINTING |  |
| 6 |  CONVENTIONAL MACHINING (SUBTRACTIVE) |
| 7 |  NON-CONVENTIONAL MACHINING1. EDM
2. WIRE EDM
3. CHEM-MILL
4. PHOTO-CHEMICAL ETCHING
5. ADDITIVE MANUFACTURING (3D PRINTING)
 |
| 8 |  HEAT TREAT |
| 9 |  TESTING - MECHANICAL/CHEMICAL |
| 10 |  BRAZING1. TORCH
2. INDUCTION
 |  |
| 11 |  NON-DESTRUCTIVE TESTING |
| 12 |  CLEANING ABRASIVE/SOLVENT  |
|   | A-SOLVENT |
|   | B-ALKALINE |
|   | C-PASSIVATE |
|   | D-ULTASONIC  |
|   | F-DEGREASE  |
|   | G-DESCALE  |
|   | H-DEOXIDIZE  |
| 13 | LASER CUTTING / WATER CUTTING (WATERJET) |
| 14 | FORMING/SHEET METAL |
| 15 | GASKET / FASTENING / LOCKING ELEMENT(S) INSTALLATION |
| 16 | CASTING/FORGING |  |
| 17 | CALIBRATION |
| 18 | RAW MATERIAL SUPPLIER/MANUFACTURER |
| 19 | TOOLING |  |
| 20 | QUALITY SYSTEM |
|  21 | MISC |

|  |
| --- |
| \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| **SUMMARY OF EVALUTION** (To be filled out by C&H Machine) |
|  |
| Approved: |  | Disapproved: |  |  |
|  |
| Signature: |  | Date: |  |
|  |
| Approved Capabilities: |  |
|  |
| Comments: |  |

|  |
| --- |
| **EVALUATION** |

| **Leadership** |
| --- |
| 1. Does the organization have a defined and documented quality policy?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is there a current quality manual?Revision:      Date:
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is there a current organization chart defining responsibility and authority of personnel affecting quality? If so, please supply.
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Does management review the quality system at defined intervals?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are records of management reviews maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Planning** |
| --- |
| 1. Have quality planning activities been documented defining how the requirements for quality will be met?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have production processes that directly affect quality been identified and planned?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Support – Competence** |
| --- |
| 1. Are training needs identified and maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have personnel performing specific tasks been qualified based on the appropriate education, training, and/or experience, as required?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are records of training maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Support – Documented Information** |
| --- |
| 1. Have documented procedures supporting the quality system been prepared?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have the documented procedures been implemented?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have changes to documents and data been reviewed and approved?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is there a documented procedure to ensure only current documents and data are used?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is there a documented change control system?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have documented procedures been established and maintained for identification, collection, storage, maintenance, and disposition of quality records?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have retention times for quality records been established?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. When agreed to contractually, will quality records be made available for evaluation by the customer or their representative for an agreed period?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Support – Monitoring and Measuring Resources** |
| --- |
| 1. Is a system maintained for periodic calibration of measuring and test equipment? List the standard it conforms to:
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is responsibility for periodic calibration established?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is measuring and test equipment inspected and calibrated prior to use?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Do measuring and test equipment records, and labels indicate the date of last calibration, person performing the calibration and when the next calibration is due?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are measurement standards traceable to the National Institute of Standards and Technology (NIST)?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are environmental controls adequate?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Operation – Operational Planning and Control** |
| --- |
| 1. Are workmanship criteria specified in the clearest practical manner?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is there a documented preventive maintenance system?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have documented procedures for the control of verification, storage, and maintenance of customer supplied product been established and maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Has a FOD prevention program been implemented?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is any product that is lost, damaged, or unsuitable for use, recorded and reported to the customer?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Has a Counterfeit Part Prevention program been implemented?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Operation – Requirements for Products and Services** |
| --- |
| 1. Have documented procedures been established for contract review to ensure that:
 |  |  |  |
| * 1. Requirements are adequately defined and documented?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| * 1. Accepted contract requirements differing from quote are resolved?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| * 1. You have the capability to meet contract requirements?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have documented procedures for amendments to contracts been established?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Operation – Design and Development of Products and Services** |
| --- |
| 1. Do established and maintained documented procedures exist to control and verify the design of the product to ensure specified requirements are met?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are design input requirements relating to your products, and any applicable statutory and regulatory requirements that apply, identified, documented, and reviewed for accuracy?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Do design inputs take into consideration results of any contract review activities?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Do design output requirements:
 |  |  |  |
| * 1. Meet the design input requirements?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| * 1. Contain or reference to an acceptable criterion?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| * 1. Identify those characteristics of the design that are crucial in the safe and proper functioning of the product, such as operation, storage, handling, maintenance, and disposal requirements?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Operation – Control of Externally Provided Processes, Products, and Services** |
| --- |
| 1. Are suppliers evaluated and selected based on their ability to meet your requirements?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Do purchasing documents contain data clearly describing product ordered?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is there a supplier corrective action system?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have quality records of acceptable suppliers been established and maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Has the type and extent of control exercised over suppliers been defined?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are purchase orders reviewed and approved prior to issue?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Do purchase orders flow down all applicable customer requirements?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Has a Counterfeit Parts Program requirement been flowed down to sub-tier suppliers?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Operation – Production and Service Provision** |
| --- |
| 1. Have documented procedures for the control of verification, storage, and maintenance of customer supplied product been established and maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Where traceability is a specified requirement, have documented procedure for unique identification of individual product or lots/batches been established and maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Where appropriate, have documented procedures for identifying the product by suitable means from receipt through all stages of production been established and maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Have documented procedures for handling, storage, package, preservation, and delivery of product been established and maintained?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Do controls exist for limited life material identification and storage?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are environmental conditions compatible with stored items, parts, and assemblies?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is there a system ensuring those customer requirements for identification, packaging, and documentation are complied with?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are packaging and preservation operations under Quality surveillance?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Does the system ensure that all items have passed required inspection and test prior to shipping?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Operation – Control of Nonconforming Outputs** |
| --- |
| 1. Is there a procedure that provides for segregation, identification, and documentation of discrepant material?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Does the procedure assign responsibility for disposition (e.g., MRB, submit to customer)?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are procedures provided for repair or rework of nonconforming material?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are returned goods identified and controlled?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is reworked or repaired material reinspected to original acceptance criteria?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Performance Evaluation** |
| --- |
| 1. Have documented procedures been established and maintained for conducting internal quality audits?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are internal quality audits carried out by personnel independent of the activity being audited?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are the results of internal quality audits recorded?
 | Yes [ ]  | No [ ]  | N/A [ ]  |

| **Improvement** |
| --- |
| 1. Have documented procedures been established and maintained for implementing corrective action?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is a system maintained which assigns responsibility and implements corrective action?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Is corrective action documented and available for customer/government review?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Does the procedure provide for discrepancy trends, data analysis, requirement improvement and corrective action feedback?
 | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Are records of corrective actions maintained and available for review upon request?
 | Yes [ ]  | No [ ]  | N/A [ ]  |