

ANDREA SYSTEMS LLC
SUPPLIER QUALITY SYSTEM SURVEY

Supplier:

Address:

City and State:

Country:

Telephone:

Fax:

Date:

Survey Format: On-Site Self

Survey By:

Title:

PRODUCTS MANUFACTURED:

FACILITIES: Total Plant Area (Sq. Feet): _____

Number of Buildings: _____

EMPLOYEE INFORMATION

Number of Employees: In Production: _____ In Quality Assurance: _____ Total: _____

REGISTERED:

ISO 9001

Mil-I-45208

Registrar:

ISO 9002

FAR 21

Certificate Number:

ISO 9003

FAR 145

Date of Last Audit:

If not registered, please state if you are compliant _____.

NOTE: This survey needs to be completed only to this point if supplier is ISO 9000 Registered.

CLASSIFICATION OF SUPPLIER BASED ON SURVEY:

Approved:

Provisional:

Working Toward Conformance:

Approval Withheld:

THIS SECTION TO BE COMPLETED BY ANDREA SYSTEMS LLC QUALITY ASSURANCE

NAMES AND TITLES OF INDIVIDUALS CONTACTED:

OBSERVATIONS / RECOMMENDATIONS:

1.0 MANAGEMENT RESPONSIBILITY

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1.1 Does the person responsible for Quality Control at the plant report to the Plant Manager level or higher? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is quality their sole responsibility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

- | | | | |
|---------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1.2 Does management have periodic reviews concerning quality? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. With all employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is there a Quality Policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is it well communicated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

2.0 QUALITY SYSTEM

- | | | | |
|-----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 2.1 Has the quality system been documented in a quality manual? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|

Comments:

- | | | | |
|---------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 2.2 Is the quality manual current and controlled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------------------------------------------|--------------------------|--------------------------|--------------------------|

Comments:

- | | | | |
|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 2.3 Are all the relevant elements of this survey included in the quality system documentation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|

Comments:

3.0 CONTRACT REVIEW

- | | | | |
|---------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 3.1 Does the company have a written system for incorporating customer requirements into specifications? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|

Comments:

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
3.2 Are changes to the accepted order effectively communicated to affected departments within the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
4.0 DESIGN CONTROL			
4.1 Are there written procedures for control of product design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
4.2 Do all design changes require review and approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
4.3 Is there a plan/system for testing new designs for reliability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
4.4 Is there immediate access to current ASTM, ANSI, etc. specifications as referenced in customer agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
5.0 DOCUMENT CONTROL			
5.1 Are there written procedures to control quality documents and data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Drawings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Work Instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Test & Inspection Results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

- 5.2 Are documents available to personnel operating the processes?
- a. Do drawings exist where needed?
 - b. Do work instructions exist where needed?
 - c. Are procedures available where needed?
 - d. Are all documents controlled?

Comments:

- 5.3 Are changes in the following documents reviewed and approved?
- a. Drawings?
 - b. Work Instructions?
 - c. Specifications?
 - d. Procedures?

Comments:

6.0 PURCHASING

- 6.1 Does the supplier selection process involve supplier evaluations?
- a. Are Site Audits performed?
 - b. Are Supplier Quality Surveys utilized?
 - c. Are suppliers rated by a common measurement?

Comments:

- 6.2 Is there a list of approved suppliers?

Comments:

- 6.3 Is the quality performance of suppliers recorded and reviewed on regular intervals with the supplier?

Comments:

7.0 CUSTOMER SUPPLIED PRODUCT

7.1 Are there written procedures for verification, storage and preservation of customer supplied items?

Comments:

8.0 PRODUCT IDENTIFICATION AND TRACEABILITY

8.1 Have individual product or batches been uniquely identified (date code, serial number, etc.)?

Comments:

9.0 PROCESS CONTROL

9.1 Are Key Processes which directly affect quality identified?

Comments:

9.2 Are there documented work instructions for each Key Process?

Comments:

9.3 Have Key Product and Process Characteristics been defined?

Comments:

10.0 INSPECTION AND TESTING

10.1 Is incoming material inspected according to a plan?

Comments:

10.2 Are there procedures for verification of incoming materials?

Comments:

10.3 Are records kept to show acceptance and rejection of incoming material?

If so, how long are these records kept on file? _____

Comments:

10.4 Are written procedures provided for in-process inspections and tests?

Comments:

10.5 Is final inspection and testing done according to a documented plan?

Comments:

10.6 Are there records to show that finished product has passed test?

Comments:

10.7 Are test results available for customer review?

Comments:

11.0 INSPECTION, MEASURING AND TEST EQUIPMENT

11.1 Is there a procedure for calibration of inspection / test equipment?

Comments:

11.2 Has all inspection, measuring and test equipment used for product acceptance been calibrated?

Comments:

11.3 Are calibration records (including gage history and a recall file) available?

Comments:

11.4 Is calibration status shown by tool marking and record?

Comments:

11.5 Are calibration standards traceable to NIST?

Comments:

12.0 INSPECTION AND TEST STATUS

12.1 Are inspection stamps, markings, tags, labels or other suitable means for identifying the status of products limited and controlled?

Comments:

13.0 CONTROL OF NONCONFORMING PRODUCT

13.1 Is reworked product re-inspected according to documented procedures?

Comments:

13.2 Are there written procedures for disposition of non-conforming product?

Comments:

13.3 Are there written procedures for review of repetitive discrepancies?

Comments:

14.0 CORRECTIVE AND PREVENTATIVE ACTION

14.1 Is a documented system implemented to effectively handle customer complaints and reports of product nonconformities?

Comments:

14.2 Are there implemented procedures that determine the corrective action needed to eliminate the cause of nonconformities?

Comments:

15.0 HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY

15.1 Are there implemented procedures for handling, storage, and delivery of product?

Comments:

15.2 Are documents available for controlling packing and packaging?

Comments:

15.3 Are materials in stock adequately identified?

Comments:

16.0 QUALITY RECORDS

16.1 Are quality records legible?

Comments:

16.2 Are quality records identifiable to the product?

Comments:

17.0 INTERNAL QUALITY AUDITS

17.1 Are there procedures covering scope of, plan for, frequency of, and responsibility for internal auditing?

Comments:

17.2 Are all areas of the quality system being audited periodically?

Comments:

17.3 Is timely corrective action taken to correct deficiencies?

Comments:

18.0 TRAINING

18.1 Is specialized job training given to key employees to assure quality?

Comments:

18.2 Have various training needs been identified by job classification?

Comments:

19.0 SERVICING

19.1 Are there procedures for servicing customer-owned product as required by purchase contract?

Comments:

20.0 STATISTICAL TECHNIQUES

20.1 Has the need for statistical techniques been identified in order to control processes?

Comments:

20.2 Are there written procedures that define the application of statistical techniques?

Comments:

21.0 CERTIFICATION / TRACEABILITY AND MATERIAL CONTROL

- 21.1 Does your company's Certificate of Conformance (CoC) with each shipment contain the following:?
- a. Andrea Systems LLC Part Number
 - b. Andrea Systems LLC Purchase Order Number
 - c. Revision Level
 - d. Name of Manufacturer
 - e. Lot / Batch Numbers
 - f. Manufacturers Part Number
 - g. List Mil, ASTM, SAE Standards appearing on Andrea Systems LLC Drawings or Purchase Order