ATA Applied Technology Associates
"Sensing ways to make the world better"

SUPPLIER QUALITY SYSTEM SURVEY

SUPPLIER NAME				DATE
ADDRESS				WEB ADDRESS
	CITY	STATE	ZIP	PUBLICLY OR PRIVATELY HELD?
	TEL	FAX		

CONTACT INFORMATION

POSITION	CONTACT NAME	PHONE	FAX	E-MAIL
PRESIDENT				
OPERATIONS MGR.				
QUALITY MGR.				
ENGINEERING MGR.				
CUSTOMER SERVICE				

FACILITY AND RESOURCES

FACILITY SQ FT		PRIMARY PRODUCT LINE(S)	
# OF EMPLOYEES			
# OF QUALITY EMPLOYEES		SPECIAL PROCESSES AND CAPABILITIES	
# OF PRODUCTION EMPLOYEES			

QUALITY SYSTEM INFORMATION

QUALITY SYSTEM	ACCREDITED		IF ACCREDITED, PLEASE PROVIDE THE FOLLOWING INFORMATION, ATTACH COPY OF CERTIFICATE, AND COMPLETE PAGE 1 AND 2 **ONLY**		
	YES	NO	REGISTRAR	CERTIFICATE NO.	RENEWAL DATE
ISO 9000					
QS 9000					
TS 16949					
AS 9000					
OTHER					
SEEKING ACCREDITATION			STANDARD(S)	TARGET DATE?	

CALIBRATION SYSTEM INFORMATION

QUALITY SYSTEM	ACCREDITED		IF ACCREDITED, PLEASE PROVIDE THE FOLLOWING INFORMATION, ATTACH COPY OF CERTIFICATE, AND COMPLETE PAGE 1 AND 2 **ONLY**		
	YES	NO	REGISTRAR	CERTIFICATE NO.	RENEWAL DATE
ISO 17025					
ISO 100125					
ANSI Z540					
OTHER					
SEEKING ACCREDITATION			STANDARD(S)	TARGET DATE?	

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MAJOR CUSTOMERS	
CUSTOMER	**Percentage of Business (%)**

MEASUREMENT CAPABILITIES (if applicable)		
FIELD	**EXAMPLES**	**SUPPLIER INSTRUMENTS**
DIMENSIONAL	Calipers, Micrometers, Thread Gauges, CMM, etc.	
PHYSICAL	Tensile, Compression, Mass, Pressure, etc.	
ELECTRICAL	Voltage, Current, Inductance, etc.	
CHEMICAL	Composition, pH, etc.	
OTHER	X-ray, Ultrasonic, etc.	

PLEASE ATTACH THE FOLLOWING (where applicable):

- ⇒ Current Organizational Chart
- ⇒ Layout of Facility
- ⇒ Flowchart of Typical Production Process from Customer Order to Fulfillment
- ⇒ Facility List

INDIVIDUAL COMPLETING THE SURVEY			
PRINTED NAME	**TITLE**	**SIGNATURE**	**DATE**

SUPPLIER QUALITY SYSTEM SURVEY

SECTION 1.0 MANAGEMENT RESPONSIBILITY					
1.1 Are responsibilities and authority defined and documented? Comments:	3	2	1	0	N/A
1.2 Does the person responsible for Quality Control at the plant report to the Plant Manager level or higher? Comments:	3	2	1	0	N/A
1.3 Does management periodically review the quality system for effectiveness and develop actions for improvement? Comments:	3	2	1	0	N/A
1.4 Is there a written record of the management reviews? Comments:	3	2	1	0	N/A
SECTION 2.0 QUALITY SYSTEM					
2.1 Has the quality system been accurately documented in a quality manual? Comments:	3	2	1	0	N/A
2.2 Is the documented quality system fully implemented? Comments:	3	2	1	0	N/A
2.3 Are all the relevant elements of this survey included in the quality system documentation? Comments:	3	2	1	0	N/A
2.4 Do quality control plans exist for each product type produced at this plant? Comments:	3	2	1	0	N/A
SECTION 3.0 CONTRACT REVIEW					
3.1 Does the company have a documented system for incorporating customer requirements into specifications? Comments:	3	2	1	0	N/A
3.2 Is the capability to meet the accepted order requirements verified? Comments:	3	2	1	0	N/A
3.3 Are changes to the accepted order properly documented and communicated to affected departments within the organization? Comments:	3	2	1	0	N/A

SECTION 4.0 DESIGN CONTROL						
4.1	Do all design changes require review and approval? Comments:	3	2	1	0	N/A
4.2	Do you have a plan/system for testing new designs for reliability? Comments:	3	2	1	0	N/A
4.3	Have Characteristics crucial to a safe and functional product been identified? Comments:	3	2	1	0	N/A
4.4	Are design reviews held with a cross-functional team and are records of the results of the reviews and any required actions maintained? Comments:	3	2	1	0	N/A
SECTION 5.0 DOCUMENT CONTROL						
5.1	Is there a procedure describing control of all documents and data? Comments:	3	2	1	0	N/A
5.2	Are all required documents available to personnel operating the processes (drawings, BOM's, work instructions, specifications, etc.)? Comments:	3	2	1	0	N/A
5.3	Are obsolete documents promptly removed from all points of issuance and is there a system to ensure that the process is followed? Comments:	3	2	1	0	N/A
5.4	Is a system established so that all document changes are reviewed and approved and is there evidence that this process is followed? Comments:	3	2	1	0	N/A
SECTION 6.0 PURCHASING						
6.1	Is there a documented process for supplier evaluation/re-evaluation and are records maintained? Comments:	3	2	1	0	N/A
6.2	Is the quality performance of suppliers recorded and reviewed to identify improvement opportunities? Comment:	3	2	1	0	N/A
6.3	Is an approved supplier list maintained? Comments:	3	2	1	0	N/A
SECTION 7.0 CUSTOMER PROPERTY						
7.1	Are there written procedures for identification, storage and preservation of customer supplied property? Comments:	3	2	1	0	N/A

SECTION 8.0 PRODUCTION IDENTIFICATION AND TRACEABILITY					
8.1 Has the product been uniquely identified to the customer specification (part number, purchase order number, date code, etc.)? Comments:	3	2	1	0	N/A
8.2 Where traceability is required, is this identification recorded? Comments:	3	2	1	0	N/A
8.3 Are products identified to indicate inspection and test status at all steps of the process? Comments:	3	2	1	0	N/A
SECTION 9.0 PROCESS CONTROL					
9.1 Are key product and process characteristics that directly affect quality identified and documented? Comments:	3	2	1	0	N/A
9.2 Is suitable equipment used on each key process? Comments:	3	2	1	0	N/A
9.3 Is there a formal review and approval of processes and equipment prior to use? Comments:	3	2	1	0	N/A
9.4 Is there a preventive maintenance program for machines and processes? Comments:	3	2	1	0	N/A
9.5 Is there a suitable control of process and product parameters? Comments:	3	2	1	0	N/A
9.6 Have special processes been identified and a method for control established? (Welding, soldering, heat treating, painting, etc.) Comments:	3	2	1	0	N/A
SECTION 10.0 MONITORING AND MEASURING OF PRODUCT					
10.1 Is there a documented procedure for verification of purchased product? Comments:	3	2	1	0	N/A
10.2 Is incoming material inspected according to a plan? Comments:	3	2	1	0	N/A
10.3 Are records kept to show acceptance and rejection of incoming material? Comments:	3	2	1	0	N/A
10.4 Are there documented inspection and test procedures and do they reflect equipment to be used, specification requirements and acceptance criteria? Comments:	3	2	1	0	N/A
10.5 Are there records to show that finished product has passed final test and inspection? Comments:	3	2	1	0	N/A

SECTION 11.0 INSPECTION, MEASURING AND TEST EQUIPMENT						
11.1	Is all inspection, measuring and test equipment used for product acceptance uniquely identified (label, ID, due date, etc.)? Comments:	3	2	1	0	N/A
11.2	Is there a calibration schedule for measuring equipment used for products acceptance, including personally owned items? Comments:	3	2	1	0	N/A
11.3	Has this equipment been calibrated at prescribed intervals? Comments:	3	2	1	0	N/A
11.4	Do measurement techniques and equipment provide accuracy suitable for the require measurements? Comments:	3	2	1	0	N/A
11.5	Are master reference standards traceable to NIST available for all calibrated measuring devices? Comments:	3	2	1	0	N/A
11.6	Are calibration records (including gage history and a recall file) available? Comments:	3	2	1	0	N/A
11.7	Are calibrations carried out under suitable environmental conditions? Comments:	3	2	1	0	N/A
11.8	Is there a documented procedure describing the need to perform an impact analysis when equipment is found to be out of calibration? Comment:	3	2	1	0	N/A
SECTION 12.0 CONTROL OF NON-CONFORMING PRODUCT						
12.1	Is there a documented method to prevent inadvertent use of non-conforming product? Comments:	3	2	1	0	N/A
12.2	Is there a documented procedure defining reworked product to be re-inspected and is there any evidence that the procedure is followed? Comments:	3	2	1	0	N/A
12.3	Is authority defined for the dispositioning of non-conforming product? Comments:	3	2	1	0	N/A
12.4	Is there a documented procedure defining the action to be taken when non-conforming product has been detected after shipment? Comments:	3	2	1	0	N/A
12.5	Is data collected on non-conforming product and analyzed for trends and improvement opportunity? Comments:	3	2	1	0	N/A

SECTION 13.0 CORRECTIVE AND PREVENTIVE ACTION						
13.1	Is there a system established to effectively analyze and correct customer complaints and product or process non-conformance? Comments:	3	2	1	0	N/A
13.2	Are corrective actions documented for supplier non-conformance? Comments:	3	2	1	0	N/A
13.3	Do corrective actions identify the root cause for the non-conformance? Comments:	3	2	1	0	N/A
13.4	Is data analyzed on characteristics and trends of processes and products to identify preventive action and eliminate potential causes or non-conformities? Comments:	3	2	1	0	N/A
13.5	Is effectiveness of corrective and preventive actions verified through follow-up checks? Comments:	3	2	1	0	N/A
SECTION 14.0 HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY						
14.1	Are there documented procedures for packaging, preservation of product, and storage or age sensitive materials? Comments:	3	2	1	0	N/A
14.2	Are age sensitive materials properly stored? Is a FIFO process used? Comments:	3	2	1	0	N/A
14.3	Is the product adequately protected during processing? Comments:	3	2	1	0	N/A
14.4	Is the packaging adequate to protect the product during shipment? Comments:	3	2	1	0	N/A
14.5	Is data collected and analyzed in regards to shipping damage to verify packaging is adequate and to improve packaging and handling as necessary? Comments:	3	2	1	0	N/A
SECTION 15.0 QUALITY RECORDS						
15.1	Are quality records legible? Comments:	3	2	1	0	N/A
15.2	Are quality records identifiable to the product? Comments:	3	2	1	0	N/A
15.3	Are quality records stored in place that adequately maintains their integrity through the retention period? Comments:	3	2	1	0	N/A
15.4	Are retention times established and recorded? Comments:	3	2	1	0	N/A
15.5	Are quality records available to customers upon request? Comments:	3	2	1	0	N/A

SECTION 16.0 INTERNAL QUALITY AUDITS						
16.1	Is there a documented procedure and schedule covering the scope, plan, frequency, and responsibility for internal auditing? Comments:	3	2	1	0	N/A
16.2	Are all areas of the quality system being audited periodically? Comments:	3	2	1	0	N/A
16.3	Are auditors independent of the areas being audited? Comments:	3	2	1	0	N/A
16.4	Are the results of the audit documented and retained? Comments:	3	2	1	0	N/A
16.5	Is timely corrective action taken to correct deficiencies? Comments:	3	2	1	0	N/A
16.6	Do internal quality audits include verification of corrective action from previous audits? Comments:	3	2	1	0	N/A
SECTION 17.0 RESOURCE MANAGEMENT						
17.1	Does the organization provide adequate resources to implement and maintain the quality management system and continually improve its effectiveness? Comments:	3	2	1	0	N/A
17.2	Do documented training requirements exist for everyone affecting quality? Comments:	3	2	1	0	N/A
17.3	Are qualifications and training records maintained for personnel? Comments:	3	2	1	0	N/A
17.4	Is effectiveness of training verified and documented? Comments:	3	2	1	0	N/A
17.5	Do special processes require certification and periodic re-certification? Comments:	3	2	1	0	N/A
SECTION 18.0 ANALYSIS OF DATA						
18.1	Is customer satisfaction data collected and analyzed to identify improvement opportunities? Comments:	3	2	1	0	N/A
SECTION 19.0 MONITORING AND MEASURING OF PROCESSES						
19.1	Has the need for statistical techniques been identified in order to control processes? Comments:	3	2	1	0	N/A
19.2	Is statistical process control being used where quality control plans specify? Comments:	3	2	1	0	N/A
19.3	Are the applied statistical techniques monitored and is corrective action taken when out of control processes are identified? Comments:	3	2	1	0	N/A