



## SUPPLIER QUALITY SURVEY

**Company Name:** \_\_\_\_\_

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

### Check List Completed By:

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

### SECTION A

1. Do you have a company and quality department organizational chart?
2. Do you have a Quality Manual and/ or published directive?
3. Do you maintain a list of measuring/testing equipment?
4. Do you have published workmanship standards?

Yes	No

### SECTION B

1. Is your company receptive to a physical survey conforming this questionnaire?
2. Is your company receptive to Source Inspection and/ or Surveillance?
3. Is security clearance required to visit your plant?
4. Is your facility under Government Inspection Cognizance?

Yes	No

Branch       Resident       Itinerant

7. List special processes your company performs and specifications to which performed:

Process	
Process	
Process	

Specification	
Specification	
Specification	

#### **CATEGORY 1 INSPECTION ORGANIZATION**

- 1.1 Supplier maintains an Inspection System?
- 1.2 Direct responsibility for Inspection has been formally established?
- 1.6 The Inspection System is documented
- 1.7 The supplier's system provides for use of inspection records to initiate corrective action and improve quality.
- 1.8 Supplier's system assures the adequacy and completeness of all documents and changes there to which affect the Inspection System.
- 1.9 Procedures are in evidence for the control and use of inspection stamps or other identification media.
- 1.10 Documentation to show that management regularly reviews the status of the quality program.

YES	NO

Remarks:





**CATEGORY 7 COMPLETED ITEM INSPECTION AND TESTING**

- 7.1 Completed items are given a final inspection and/or test.
- 7.2 The final test adequately simulates product capability.
- 7.3 Re-inspection and retest is performed on all items which have been reworked, repaired, or modified after initial product testing and is documented.

YES	NO

**CATEGORY 8 HANDLING, STORAGE, PACKAGING PRESERVATION & DELIVERY**

- 8.1 There are adequate work inspection instructions for the handling, storage and delivery of material.
- 8.2 Articles are handled so as to prevent damages and deterioration.
- 8.3 During storage, article is packaged in a manner to prevent deterioration and damage.
- 8.4 Transfer procedures are provided to prevent commingling, contamination, or loss.
- 8.5 Stamps, labels, or other acceptable media are used to indicate the identify, condition, and inspection status of articles.
- 8.6 Provisions are made to prevent unauthorized use of un-inspected articles.

YES	NO

Notes/Comments

---

---

---

---

---

Reviewed by Symetrics Industries, Inc. Quality Assurance:

\_\_\_\_\_  
Quality Assurance

\_\_\_\_\_  
Date