SUPPLIER QUALITY MANAGEMENT SYSTEM SELF EVALUATION SURVEY

Supplier name _____ Phone No. _____
Address _____ Fax No. _____
City / State / Zip _____ Date _____
Contact person _____ E-mail _____

Type of Products or Service Provided to AP Precision Metals, Inc. _____

_____

Department	No. of employees
Production	
Quality	

Current Quality Management System Certifications:

QMS Standard	Yes	No	Expected Date
ISO 9001			
AS 9100			
ISO/TS 16949			
ISO 13485			

OTHER _____

IF CERTIFIED TO ANY OF THE QUALITY MANAGEMENT SYSTEMS LISTED ABOVE, YOU DO NOT NEED TO COMPLETE THE SURVEY ON THE FOLLOWING PAGES. JUST ATTACH A COPY OF THE CERTIFICATE, SIGN AND DATE BELOW AND RETURN VIA EMAIL TO QC@APPRECISION.COM.

_____ _____ _____
SUBCONTRACTOR SIGNATURE TITLE DATE

FOR AP PRECISION METALS USE ONLY

UPDATE SUPPLIER STATUS ON ERP

[ ] ERP Updated on the_____of_____, 20_____by_____with the following information:

[ ] Approved supplier for the type of products described above.
[ ] Conditional Approval pending APPM's approval of Corrective Action Response.
[ ] Limited approval/Distributer
[ ] Not approved.
[ ] Corrective Action issued on_____of_____, 20_____by _____

QUALITY MANAGEMENT SYSTEMS (QMS)			
General - Requirements	**Yes**	**No**	**Comments**
Does the Organization have a documented Quality Management System?			
Has the Organization identified the processes needed for the QMS and their application throughout the organization?			
Does the Organization monitor, measure and analyze QMS processes?			
Does the Organization implement actions necessary to achieve planned results and maintain the effectiveness (continual improvement) of processes needed for the QMS?			
When Organization outsources any process that affects product conformity with requirements. Does the Organization ensure control over such processes?			
Is there a customer change notification process in place that notifies customers prior to making any changes?			
Is there a process in place to ensure that AP Precision is notified of key contact organizational changes to ensure that AP Precision always has current key contact information?			
Design Control	**Yes**	**No**	**Comments**
Have design plans for each project been established and responsibility assigned and communicated?			
Are adequate resources available to carry out design activities? e.g. test equipment, software, information systems such as CAD/CAE, Pro-Engineer, etc.			
Are customer product requirements (Input), clear and reviewed for clarity and completeness including regulatory requirements?			
Are Design Failure Mode and Effects Analyses performed and do they address all major areas of concern with the appropriate recommended / preventive actions for the higher RPNs?			
Has the design output been documented as requirements such as drawings, specifications, calculations, work instructions and inspection plans etc.			
Are formal design reviews conducted and documented? Are all functions concerned represented at the reviews? Is there a formal system for design approval?			
Is design verification performed to ensure that the design output meets the input requirements? e.g. performance testing, comparison with similar designs, qualification tests			
Is there a comprehensive prototype and pre-launch program?			
Is supplier able to execute Production Part Approval Process (PPAP), within the organization?			
Are design changes documented and approved by authorized personnel including customer prior to implementation?			
Document Control	**Yes**	**No**	**Comments**
Is there a documented procedure that defines the control of documentation?			
Is there a system for controlling (internal & external) drawings, solid models, specifications, process equipment software and other technical data?			
Does the organization review and approve documents for adequacy prior to issue?			
Does the organization review and update as necessary and re-approve documents?			
Does the organization ensure that documents of external origin are identified, and their distribution controlled?			
Does the organization prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose			
Control of Records	**Yes**	**No**	**Comments**
Does the organization have a documented procedure defining the controls needed for the identification, review & approval function, storage, protection, retrieval, retention time, and disposition of records?			
Are production and inspection records maintained and made available?			
Are records (work packages, shop travelers, traceability documents, certificates of conformance, inspection and test records etc.) maintained for the duration required by the customer?			
Do you have the ability to safely store and retrieve product related quality records for 5-7 years? (May be accomplished electronically)			
Contract Review	**Yes**	**No**	**Comments**
Is there a system to ensure contract/purchase order requirements are identified and can be met prior to acceptance?			
Is there a system to ensure that revised contract/purchase order requirements are evaluated and communicated to the appropriate functions?			
Supplier and Purchase Order Control	**Yes**	**No**	**Comments**

Are Suppliers evaluated and selected based on their ability to meet quality system, quality assurance and delivery requirements?			
Do purchase orders clearly flow-down and define requirements including customer requirements, quality / regulatory requirements, drawing and specification requirements with revision levels where appropriate?			
Is there a system in place for selecting and approving new suppliers?			
Are Suppliers evaluated and selected based on their ability to meet quality system, quality assurance and delivery requirements?			
Are suppliers re-evaluated periodically?			
Is there a list of approved suppliers?			
Are risks identified and monitored for supplier?			
Are risks identified and monitored for suppliers? Is there a receiving inspection process to monitor incoming materials?			
Storage, Identification & Traceability	**Yes**	**No**	**Comments**
Is material/product properly handled and stored to prevent damage?			
Is there a shelf-life control system including documented procedure for time sensitive materials?			
Is material/product identified throughout the manufacturing process? And status known?			
Is there a traceability system to track and record material and/or parts used in manufacturing product? If yes: what constituent part level: Lot# or Serial#			
Is there a process/procedure to control customer property? Identify, verify, protect, and safeguard. Notification to customer when it customer property is found unsuitable for use. Are records maintained?			
Calibration	**Yes**	**No**	**Comments**
Performed in house? List compliance procedure. *If outsourced, list name of certifying labs			
Is there a process in place to determine the monitoring and measurement to be undertaken and the monitoring measuring devices needed to provide evidence of conformity of product to determined requirements?			
Are all instruments, test equipment and gages used to accept product under Calibration Control?			
Are tools calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification shall be recorded.			
If calibrated by an outside party, is a Certificate of Calibration provided for each item calibrated?			
Are tools identified to enable the calibration status to be determined?			
Are tools protected from damage and deterioration during handling, maintenance, and storage?			
Does the organization assess and record the validity of the previous measuring results when the equipment is found not to conform to requirements? The organization shall take appropriate action on the equipment and any product affected?			
Are attribute gauges used for acceptance of product properly validated? And periodically checked? Records retained?			
Equipment & Tooling	**Yes**	**No**	**Comments**
Is there a maintenance program for production equipment & tooling? Are records maintained?			
Is there an equipment maintenance schedule? And maintenance performed per defined schedule?			
Is Equipment Process Software under configuration or Engineering Control?			
Does the maintenance program include both preventative and predictive maintenance?			
Are procedures, process and process software protected against unauthorized changes?			
Production & Process Control	**Yes**	**No**	**Comments**
Are work instructions generated for all manufacturing processes? And are they readily available at point of use?			
Do employees receive training commensurate with the tasks they perform and is the training documented? Training records available?			
Are processes flow charts, pFMEAs & Control plans in place?			
Are Customer key/critical characteristics accounted for in production and inspection processes?			
Are processes monitored? If yes, please explain how?			

Are actions taken when processes do not achieve planned results?			
Are any processes outsourced? Special process?			
Are employees authorized (empowered) to stop the line when it is suspected that it not producing product that meets requirements? Or when deemed unsafe?			
Inspection	**Yes**	**No**	**Comments**
Is there a documented process to ensure that all purchased or otherwise received product and services conform to specified requirements? And records maintained?			
Do you have Control Plans for products or as required by customers?			
Are sampling plans used? If yes, please identify which sampling plan in comments			
Are set-up verifications/inspections, documented and recorded?			
Is in-process and final inspection conducted and recorded?			
Are First Article (full compliance) Inspection Reports generated for first run items or as required by customer?			
Are required product, applicable industry test performed, and test records maintained and made available to customer when requested?			
How often is testing product, industry conducted? Is there a schedule?			
Internal Audits	**Yes**	**No**	**Comments**
Is there an established internal audit program to ensure that established requirements and work instructions are being followed? Records maintained? Is there an audit schedule?			
Control of Nonconforming Product	**Yes**	**No**	**Comments**
Is there a procedure and process in place to identify, control and segregate nonconforming or suspect product?			
Does containment process include looking at what other products/materials could be impacted? Stock, WIP and in transit? does the process include notifying the customer?			
Is there a nonconforming product review conducted by technical authorities?			
If, product is nonconforming but may still be useable, is there a customer deviation request process to obtain customer disposition prior to shipping to customer?			
Corrective and Preventative Action	**Yes**	**No**	**Comments**
Is there a procedure and process in place to take action to eliminate the cause of nonconformities in order to prevent recurrence?			
Are problem solving tools used? If yes, please list tools used.			
Is there a containment process that is initiated and communicated within 24 hours of customer notification?			
Is there a customer corrective action OTC metric? Are actions taken when responses are not completed withing customer due date?			

_____ _____ _____

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