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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General Supplier Information | | | | | | | | |
| Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of evaluation: Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Evaluation completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supplier Quality Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Information:  Product Offering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Years in business: \_\_\_\_\_\_\_\_\_\_ Number of buildings: \_\_\_\_\_\_\_\_ Square Footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Employees: \_\_\_\_\_\_\_\_\_\_\_ Sales & CS: \_\_\_\_\_\_\_\_ Production: \_\_\_\_\_\_\_\_\_ Quality: \_\_\_\_\_\_\_\_\_\_\_\_ Office: \_\_\_\_\_\_\_\_\_  Records retention (7+ years required for our records): \_\_\_\_\_\_\_\_\_\_\_\_\_  Counterfeit prevention program implemented:  Third party quality system registered/ approved:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| A stop sign  Description automatically generatedIf you are certified by a third party, please fill out only the first page of the survey, retrieve a copy of your valid 3rd party certification and email the completed documents to the requestor.  I certify the above Self-Evaluation Survey was completed in accordance with the company’s Quality Assurance procedures  and is accurate and correct.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| 1.0 | QUALITY SYSTEM/MANAGEMENT RESPONSIBILITY | YES | NO | | N/A | |
| A | Does the company maintain a Quality Manual including operating policies and procedures for the quality management system? |  |  | |  | |
| B | Does the company structure define quality responsibility and authority? |  |  | |  | |
| C | Does the company structure provide access to top management? |  |  | |  | |
| D | Is the quality management system periodically reviewed with management? |  |  | |  | |
| E | Is the quality system responsible for acceptance of products and services? |  |  | |  | |
| 1.1 | TRAINING | YES | NO | | N/A | |
| A | Does the company have a documented employee-training program? |  |  | |  | |
| 1.2 | CONTRACT REVIEW | YES | NO | | N/A | |
| A | Are purchase orders reviewed to ensure that all customer requirements can be met? |  |  | |  | |
| 1.3 | DESIGN AND DEVELOPMENT | YES | NO | | N/A | |
| A | Does the company plan and control the design and development of product? |  |  | |  | |
| B | Does the company identify design changes and record them?  How? \_\_\_\_\_\_ |  |  | |  | |
| C | Does the company have a document configuration control process? |  |  | |  | |
| 1.4 | PURCHASING | YES | NO | | N/A | |
| A | Does the company maintain and periodically update a list of approved sources? |  |  | |  | |
| B | Does the company control supplier design, including changes? |  |  | |  | |
| C | Do purchase documents contain enough information to clearly identify the product? |  |  | |  | |
| D | Are incoming materials identified and segregated until acceptance? |  |  | |  | |
| E | Are inspection results used to initiate the corrective action/preventative action process for purchased material? |  |  | |  | |
| F | Are Customer Requirements flowed down to sub-tier suppliers? |  |  | |  | |
| G | Are sub-tier suppliers evaluated initially?  How: \_\_\_\_\_\_ |  |  | |  | |
| H | Are there established criteria documented for evaluation and re-evaluation of suppliers? |  |  | |  | |
| I | Is there a documented program/process to prevent procuring counterfeit or substandard parts and materials? |  |  | |  | |
| J | Does quality conduct supplier surveys? |  |  | |  | |
| 1.5 | PRODUCT IDENTIFICATION AND TRACEABILITY | YES | NO | | N/A | |
| A | Do procedures define methods of traceability? |  |  | |  | |
| B | Does the product have traceability throughout production? |  |  | |  | |
| C | Is lot ID maintained? |  |  | |  | |
| 1.6 | PROCESS CONTROLS | YES | | NO | | N/A |
| A | Are production processes planned by using shop travelers/route? |  | |  | |  |
| B | Are in-process inspections performed? |  | |  | |  |
| C | Are inspection results used to initiate the corrective action/preventative action process? |  | |  | |  |
| D | Are the special processes monitored on a continual basis? |  | |  | |  |
| E | Are records demonstrating the qualification of special processes, operations, personnel, and equipment maintained? |  | |  | |  |
| F | Are procedures for equipment and facility maintenance established? |  | |  | |  |
| G | Does a sub-tier supplier perform any Special Processes? |  | |  | |  |
| H | If Yes, are the Special Processes submitted for customer approval if required? |  | |  | |  |
| I | If Yes, Do you periodically audit them? |  | |  | |  |
| 1.7 | INSPECTION AND TESTING | YES | | NO | | N/A |
| A | Does the company have written procedures for: (please check applicable boxes) |  | |  | |  |
|  | Receiving Inspection  In-Process Inspection and Testing  Final Inspection |  | |  | |  |
| B | Is incoming material properly identified and controlled until inspection acceptance? |  | |  | |  |
| C | Are nonconforming materials identified, controlled and segregated? |  | |  | |  |
| D | Does final inspection assure that all inspections and tests were performed, and the product meets specified requirements? |  | |  | |  |
| E | Are records maintained and available for all inspection and test operations? |  | |  | |  |
| F | Is there a counterfeit parts detection program in place and functioning? |  | |  | |  |
| G | Are all deliverable items verified to the Customer PO, and the Customer assigned quality clauses contained on the PO? |  | |  | |  |
| 1.8 | CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT | YES | | NO | | N/A |
| A | Does the company maintain procedures/instructions for control, calibration, and maintenance of inspection, measuring, and test equipment?  If Yes, by which standard? \_\_\_\_\_\_ |  | |  | |  |
| B | Do procedures/instructions define frequency of calibrations? |  | |  | |  |
| C | Does calibration system provide traceability to national standards? |  | |  | |  |
| D | Are employee-owned tools and gages utilized for production acceptance calibrated? |  | |  | |  |
| E | Does a suitable indicator uniquely identify the calibration status of the equipment? |  | |  | |  |
| F | Are calibration standards traceable to recognized master standards such as NIST? |  | |  | |  |
| G | If Yes, Are NIST certifications on file? |  | |  | |  |
| 1.9 | CONTROL OF CUSTOMER-SUPPLIED PRODUCT | YES | | NO | | N/A |
| A | Does the company’s procedures/instructions define control of customer-supplied products? |  | |  | |  |
| 1.10 | HANDLING, STORAGE, PACKAGING, PRESERVATION, AND DELIVERY | YES | | NO | | N/A |
| A | Do methods exist to prevent damage and deterioration of the product? |  | |  | |  |
| B | Does the company have designated storage areas with controlled access? |  | |  | |  |
| C | Are age sensitive material and products identified and controlled? |  | |  | |  |
| D | Do material handling procedures exist for ESD control? |  | |  | |  |
| E | Do material handling procedures exist for FOD control? |  | |  | |  |
| F | Do material handling procedures exist for Shelf-life control? |  | |  | |  |
| G | Do material handling procedures exist for Moisture Sensitive Devices control? |  | |  | |  |
| 1.11 | CONTROL OF NONCONFORMING PRODUCT | YES | | NO | | N/A |
| A | Does the company maintain procedures/instructions for controlling nonconforming product? |  | |  | |  |
| B | Does the nonconformance system provide for the identification, documentation, evaluation, segregation, and notification of MSI, Inc. for nonconforming material? |  | |  | |  |
| 1.12 | CORRECTIVE AND PREVENTIVE ACTIONS | YES | | NO | | N/A |
| A | Does the company maintain procedures/instructions for corrective/preventive actions? |  | |  | |  |
| B | Do records show investigation of the root cause(s) of non-conformances? |  | |  | |  |
| C | Do records indicate root causes have been corrected to prevent recurrence of non-conformances? |  | |  | |  |
| D | Do records show evaluation and effectiveness of corrective actions? |  | |  | |  |
| 1.13 | CONTROL OF QUALITY RECORDS | YES | | NO | | N/A |
| A | Does the company maintain control of quality records identifiable to the appropriate product including pertinent subcontractor records? |  | |  | |  |
| B | Are the retention times documented?  Retention time period? \_\_\_\_\_\_ |  | |  | |  |
| C | Are records readily retrievable, legible and accessible to MSI, Inc.? |  | |  | |  |
| 1.14 | INTERNAL QUALITY AUDITS | YES | | NO | | N/A |
| A | Does the company have a defined internal audit schedule? |  | |  | |  |
| B | Does the company maintain records of audit reports, corrective actions taken, and effectiveness of those actions? |  | |  | |  |
| 1.15 | STATISTICAL TECHNIQUES | YES | | NO | | N/A |
| A | Does the company maintain a documented SPC program? |  | |  | |  |
| B | If not, are SPC techniques being developed? Implementation Date? \_\_\_\_\_ |  | |  | |  |