|  |
| --- |
| 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? \_\_\_\_\_ | [ ]  | [ ]  | [ ]  |