



SUPPLIER SELF-SURVEY QUESTIONNAIRE

1. GENERAL COMPANY INFORMATION

Company Name: _____

Address: _____

Phone Number: _____ FAX No. _____

Years In Business: _____ EIN/State or City License# _____

2. ORGANIZATION. List names of Executives and Key Personnel:

Name	Position	Reports To	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. PRODUCTS AND SERVICES. List details of all products and or services that may be of interest to our organization.

4. QUALITY SYSTEM

Mil-Q-9858 _____ Mil-I-45208 _____ ISO9001, 9002, 9003* _____ Other _____

***(Specify which. If Registered, provide copy of Certificate. If applying, give target date for registration: _____)**

UL Registered? _____ Yes _____ No. CSA Registered? _____ Yes _____ No. Other _____

Answer the following questions by placing a check mark in the appropriate column. If the question does not apply to the type of work you perform, write "N/A" to indicate Not Applicable.

QUALITY ADMINISTRATION

- | | YES | NO |
|--|------------|-----------|
| 1. Is a Quality Assurance Manual available and utilized? If yes, please provide. | _____ | _____ |
| 2. Is there a self-audit program in place to review both quality and manufacturing procedures? | _____ | _____ |
| 3. Is the Quality Assurance department independent of Engineering and Manufacturing? | _____ | _____ |
| 4. Is there a Management and Quality organizational chart? If yes, please provide. | _____ | _____ |

DOCUMENT CONTROL

- | | | |
|---|-------|-------|
| 1. Is there a retention period for your records? | _____ | _____ |
| 2. Do you have a back-up & retrieval system for your records / documents? | _____ | _____ |
| 3. How do you maintain external documentation; ie, Specs, Stds, etc. ? | _____ | _____ |

PROCUREMENT CONTROL

- | | | |
|---|-------|-------|
| 1. Are written procedures in use for quality control of purchased material and services? | _____ | _____ |
| 2. Do your procurement documents reflect drawing or specification requirements? | _____ | _____ |
| 3. Are certified test reports or certificates of conformance required by purchase orders? | _____ | _____ |
| 4. Is there an approved supplier list utilized? | _____ | _____ |

INCOMING INSPECTION

- | | | |
|--|-------|-------|
| 1. Does Receiving Inspection check incoming material to requirements of the of the purchase order, referenced specifications or applicable drawings? | _____ | _____ |
| 2. Are the inspection and test equipment used adequate for the type of inspection performed? | _____ | _____ |
| 3. Are periodic spot checks made to verify the validity of raw material test reports and certifications? | _____ | _____ |

MATERIAL STORAGE AND HANDLING

1. Are there procedures for the control and issuance of material? _____
2. Are materials handled and stored in such a manner as to prevent damage: _____
3. Do Materials in the stock area reflect proper identification and inspection status? _____
4. Are materials traceable to the chemical/physical analysis, inspection records, certificates of conformance, documents and purchase orders? _____
5. Are materials stored to facilitate First-in First-out issuance? _____

IN-PROCESS CONTROL

1. Do written procedures exist for in-process control of fabrication and manufacturing processes? _____
2. Is Statistical Process Control (SPC) applied to the manufacturing process? _____
3. Are written procedures used in addition to drawings and specifications for in-process inspection? _____
4. Is adequate inspection and test equipment available for in-process inspection? _____
5. Is non-conforming material promptly identified and segregated? _____

FINAL INSPECTION/TEST

1. Is final inspection and/or test performed by or under the surveillance of Quality Assurance? _____
2. Are inspection test procedures documented? _____
3. Are inspection/test results maintained on file for customer review? _____
4. Can SPC data on critical requirements be provided for each shipment of material upon request? _____

DRAWING AND CHANGE CONTROL

1. Is there a formal written procedure for implementing drawing and specification changes? _____

EQUIPMENT MAINTENANCE AND CALIBRATION CONTROL

1. Do detailed procedures exist for control and calibration of tools, gages, and test equipment: _____

NON-CONFORMING MATERIAL CONTROL

1. Do written procedures exist for:

- Non-Conformance Reports _____
- Identification of Discrepant Material _____
- Segregation on non-conforming material _____
- Discrepant material review / disposition (MRB) _____
- Re-test, inspection of reworked material _____
- Returned Material Procedures _____
- Closed-loop Corrective Action and Customer Service _____
- Control of Scrap material _____

2. Do management reports reflect root-cause of non-conforming products? _____

3. Are they published regularly and acted upon? _____

TRAINING

1. Is there a training program in place to initially train and update employee(s) knowledge and skills? _____

2. Is there an ongoing training record on file for each employee? _____

SURVEY COMPLETED BY: _____

POSITION: _____

DATE _____ **PHONE** _____

Survey can be returned by FAX, mail or e mail to:

**DC Electronics, 1870 Little Orchard Drive, San Jose, California 95125, Attention: Director of Quality
Phone (408) 947-4500 FAX (408) 947-4510 e mail: p_mehra@dcelectronics.com**