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:

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

__________________________________________________________________________________________
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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**

1. Is a Quality Assurance Manual available and utilized? If yes, please provide. 
   YES  NO

2. Is there a self-audit program in place to review both quality and manufacturing procedures? 
   YES  NO

3. Is the Quality Assurance department independent of Engineering and Manufacturing? 
   YES  NO

4. Is there a Management and Quality organizational chart? If yes, please provide. 
   YES  NO

**DOCUMENT CONTROL**

1. Is there a retention period for your records? 
   YES  NO

2. Do you have a back-up & retrieval system for your records / documents? 
   YES  NO

3. How do you maintain external documentation; ie, Specs, Stds, etc.? 
   YES  NO

**PROCUREMENT CONTROL**

1. Are written procedures in use for quality control of purchased material and services? 
   YES  NO

2. Do your procurement documents reflect drawing or specification requirements? 
   YES  NO

3. Are certified test reports or certificates of conformance required by purchase orders? 
   YES  NO

4. Is there an approved supplier list utilized? 
   YES  NO

**INCOMING INSPECTION**

1. Does Receiving Inspection check incoming material to requirements of the purchase order, referenced specifications or applicable drawings? 
   YES  NO

2. Are the inspection and test equipment used adequate for the type of inspection performed? 
   YES  NO

3. Are periodic spot checks made to verify the validity of raw material test reports and certifications? 
   YES  NO

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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