Supplier Quality Expectations Survey

Instructions:

1. Click through cells / checkboxes to provide your response.
2. Enter supplier number if known.
3. Identify as having a completed survey and return to Tempco buyer.

Part I:

Supplier (Company) Identification:

Supplier Number:	Date:	
Supplier Name:		
Address 1:	Address 2:	
City:	State:	Zip:
Phone:	Fax:	
Contact:	Email:	

Type of Business: ☐ Manufacturer ☐ Distributor

Business Structure: ☐ Corporation ☐ Partnership ☐ Division Of ☐ Private

Workforce:

Number of Employees (total):	Number of Employees (QC):	Number of Shifts:

Workweek Days: ☐ 5 ☐ 7 ☐ Other

Union: ☐ Yes ☐ No

Manufacturing Capabilities:

Square Footage (MFG):	Square Footage (WH):	Machine Utilization (%):

Does your company retain a business contingency/continuity plan in the event of unforeseen circumstance?

☐ Yes ☐ No

ISO 9001 Certified: ☐ Yes (forward copy of certificate) ☐ No (complete survey, part two)

Completed By:

Name:	Title:	Date:

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Part II:

Supplier Quality Expectations Survey:

1.
☐ Yes ☐ No ☐ N/A Are there clearly communicated, defined and documented responsibilities and authorities for all personnel impacting quality, including a quality manual?

2.
☐ Yes ☐ No ☐ N/A Are the contract review activities adequately documented and maintained to ensure that order requirements are understood and are within the company's capability prior to acceptance of customer order?

3.
☐ Yes ☐ No ☐ N/A Are procedures in place to define the criteria for selection and ongoing evaluation of suppliers or subcontractors?

4.
☐ Yes ☐ No ☐ N/A Is product identification maintained, with traceability recorded when required by the customer?

5.
☐ Yes ☐ No ☐ N/A Are planned production activities being carried out under controlled conditions, including control of all technical drawings, documentation and data?

6.
☐ Yes ☐ No ☐ N/A Are inspection and testing activities performed throughout the process, with test results and status maintained?

7.
☐ Yes ☐ No ☐ N/A Are personnel who perform work affecting quality and/or product verification requirements competent based upon education and/or experience?

8.
☐ Yes ☐ No ☐ N/A Is data collected and analyzed to evaluate where continuous improvement(s) can be made, with continuous improvement(s) initiatives documented?

9.
☐ Yes ☐ No ☐ N/A Are production processes, where the resulting output cannot be verified by subsequent monitoring or measurement validated, with the results documented?

10.
☐ Yes ☐ No ☐ N/A If validation is required, does the documentation include criteria for review and approval of the processes, equipment, procedures, as well as qualification of personnel?

11.
☐ Yes ☐ No ☐ N/A Is there identification, documentation, segregation (where possible to a designated area) and disposition of non-conforming and/or suspect product?

12.
☐ Yes ☐ No ☐ N/A Are non-conformances investigated, with the results documented, within a corrective action report that identifies the root cause, actions taken and verification of the effectiveness?

13.
☐ Yes ☐ No ☐ N/A Is the customer's perception, as to whether the company has fulfilled customer requirements, monitored, inclusive of quality and delivery performance?

14.
☐ Yes ☐ No ☐ N/A Are there records that show effective operation of the quality system and is said documentation available to the customer?