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SUPPLIER ON SITE SURVEY
I GENERAL INFORMATION

COMPANY NAME:		CONTACT NAME:	
ADDRESS:		TITLE:	
PHONE #:	FAX #:	Email:	

KEY PERSONNEL

President:	General Manager:	QA Manager:	QA Manager Reports to:
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REASON FOR SURVEY (please check appropriate box):

New Supplier:	<input type="checkbox"/>	New Product:	<input type="checkbox"/>	Certification:	<input type="checkbox"/>	Re-evaluation:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
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FACILITIES

Total Number of Employees:	Manufacturing:	Quality:	Engineering:	Administrative:
Year Established:	TYPE OF MANUFACTURING/SERVICES PROVIDED to II-VI A&D:			

COMPANY QUALITY SYSTEM IS MAINTAINED IN ACCORDANCE WITH (please check appropriate box):

MIL-I-45208A	<input type="checkbox"/>	ISO 9001	<input type="checkbox"/>	AS9100	<input type="checkbox"/>	ISO 13485	<input type="checkbox"/>	Other:	<input type="checkbox"/>	ITAR Registered?	Yes	No
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BUSINESS CLASSIFICATION (please check appropriate box):

Small Business	<input type="checkbox"/>	HubZone	<input type="checkbox"/>	Women Owned	<input type="checkbox"/>	Veteran Owned Business	<input type="checkbox"/>	Small Disadvantaged Business	<input type="checkbox"/>	Large Business	<input type="checkbox"/>
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APPROVAL STATUS

Approved? Yes <input type="checkbox"/> No <input type="checkbox"/> (May require two signatures by II-VI A&D at the discretion of QMS Manager)		
Signature:	Title:	Date:
Signature:	Title:	Date:
Comments:		

Supplier Quality System On Site Survey

	QMS REQUIREMENTS	YES	NO	N/A	Comments
II	QUALITY ASSURANCE ORGANIZATION				
a	Has the company Quality System been implemented?				
b	Are there organizational charts outlining responsibilities for different departments?				
c	Does the Quality System Program include procedures in the form of manual or formal instructions that have been approved by management?				
d	Are customer requirements carefully reviewed prior to acceptance?				
III	INSPECTION SYSTEM				
a	Do written procedures describe methods used to indicate inspection status of material received, in storage, in process and items ready for shipment?				
b	Inspection records of receiving inspection, in-process and final inspection are kept in accordance with customer requirements.				
c	Is shop order traveler used to describe manufacturing processes and inspection points				
d	Is in-process inspection and testing performed?				
e	Is there evidence of final inspection prior to shipping				
f	Are rejected items identified and segregated				
g	Is there a stamp control system in place?				
h	Is purchased material inspected and identified prior to release to production or stock?				
IV	CONTROL OF PROCURED SUPPLIES				
a	The Quality Assurance has a system for evaluation of potential suppliers.				
b	The suppliers purchase order clearly describe the work to be performed				
c	Purchase Orders are reviewed prior to release				
d	Are purchased material identified and traceable to applicable test reports and/or purchase orders?				
V	CONTROL OF CUSTOMER SUPPLIED PRODUCT				
a	Is there a control of customer supplied product?				
b	Is customer supplied product inspected on receipt for damage and quantity				
VI	CONTROL of DOCUMENTS				
a	Are written procedure in place that defines control needed for review/approval prior to release, prevent the use of obsolete document, changes to documents, etc?				
b	Are relevant versions of applicable documents are available at points of use?				
c	Are the obsolete drawings specifications procedures removed from the locations where they might be mistaken used?				
d	Are documents of external origin such as, customer drawings, etc. are identified and controlled?				

Supplier Quality System On Site Survey

	QMS REQUIREMENTS	YES	NO	N/A	Comments
e	Are manufacturing work instructions inspection and test procedures revised to reflect changes and drawing specifications?				
VII	MEASURING AND TEST EQUIPMENT				
a	The Quality Assurance department organization maintains procedures that call for the periodic inspection and re-calibration of all measuring and test equipment?				
b	Are un-calibrated measuring and test equipment identified and stored to preclude their used pending calibration?				
c	The supplier Quality Assurance department organization maintains system for periodically calibrating equipment and tools that are owned by employees?				
d	The processes for calibrating measuring and test equipment are covered by written procedures?				
VIII	IN-PROCESS INSPECTION				
A	In-process inspection is performed by qualified personnel.				
B	Drawings used by Inspection reflect the latest changes.				
C	The measuring and test equipment required for in-process inspection are available and adequate				
d	The supplier maintains a system for the proper identification of in-process inspection status.				
IX	FINAL INSPECTION				
A	All finished products are inspected by Quality Assurance.				
b	Drawings used by final inspection are legible and reflect the latest changes.				
c	Sampling inspection, when applicable is performed in compliance with recognized standards.				
X	PROCESS CONTROL				
A	The supplier maintains a documented system for process control activities.				
B	Does Shop Traveler/Work Order (formal planning in operational sequence) accompany all material through completion of each stage of processing?				
c	Procedures for maintaining controlled condition in each such process area exist and are available to all affected personnel.				
XI	NONCONFORMING MATERIAL				
a	The organization clearly has the authority to withhold items that have not met acceptable quality standards.				
b	Are all nonconforming material identified and segregated in assigned holding areas?				
C	Are nonconforming material disposition by the Material Review Board?				
d	Are records of nonconforming material kept?				
e	Are the records used to improve quality trends?				
f	Is the corrective taken on each nonconformance?				
XII	INTERNAL AUDITS				



Supplier Quality System On Site Survey

	QMS REQUIREMENTS	YES	NO	N/A	Comments
a	Are internal audits performed to assure compliance with established procedures?				
b	Are internal audits conducted by members of the organization that do not have direct responsibility for the area being audited?				
c	Are internal audits reported to management responsible for the area audited and follow up action is taken?				
XIII	CORRECTIVE ACTION				
A	Is the corrective action procedure been established?				
B	Is corrective action documented?				
C	Are corrective action requirements extended to the performance of all suppliers?				
d	Is follow-up audit taken and documented concerning effectiveness of corrective action?				
XIV	HANDLING, STORAGE AND SHIPPING				
a	Are there written procedures for handling, storage and packaging?				
b	Does Quality Assurance verify packaging and marking prior to shipping?				
c	Are products that are subjected to damage or deterioration protected?				
d	Are items verified to ensure all document data are attached and completed?				
e	When special handling of parts/material is required, are the parts or materials stored and handled differently to prevent damage or contamination during receiving, stockroom, manufacturing, inspection and other operations?				