II-VI AEROSPACE & DEFENSE

Supplier Quality System On Site Survey

Briggs Road,
Murrieta, CA 92563-2347
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14192 Chambers Rd.,
Tustin, CA 92780
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6716 Industrial Ave,
Port Richey, FL 34668
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2710 Commerce Way
Philadelphia, PA 19154
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410 Trade Center Ave.
Longmont, CO. 80503
720-372-4150

711 E. Monument Ave.,
Suite 101
Dayton, OH. 45402
Tele: (888) 666-5908

I GENERAL INFORMATION

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

KEY PERSONNEL

President:	**General Manager:**	**QA Manager:**	**QA Manager Reports to:**

REASON FOR SURVEY (please check appropriate box):

New Supplier:		**New Product:**		**Certification:**		**Re-evaluation:**		**Other:**	

FACILITIES

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

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

MIL-I-45208A		ISO 9001		AS9100		ISO 13485		Other:	ITAR Registered?	**Yes**	**No**

BUSINESS CLASSIFICATION (please check appropriate box):

Small Business		HubZone		Women Owned		Veteran Owned Business		Small Disadvantaged Business		Large Business	

APPROVAL STATUS (to be filled out by II-VI A&D)

Approved? Yes ☐ No ☐ (May require two signatures by II-VI at the discretion of Director of Quality		
Signature:	**Title:**	Date:
Signature:	**Title:**	Date:
Comments:		

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	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 System has a system for evaluation and approval 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 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				

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	QMS REQUIREMENTS	YES	NO	N/A	Comments
	drawings, etc. are identified and controlled?				
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 teat 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?				

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XII	**INTERNAL AUDITS**				
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?				