

# Prime Products, Inc.

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www.primeproductsinc.com

## Supplier Quality Management System Questionnaire

Company Name \_\_\_\_\_ Date \_\_\_\_\_  
Q.C. Mgr. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Manufacturing Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Company e-mail address \_\_\_\_\_  
Questionnaire completed by: \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Approved By _____ Date _____ {PPI USE ONLY}
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### Check Principal Product Types:

<input type="checkbox"/> Cables/Harnesses	<input type="checkbox"/> Etching	<input type="checkbox"/> Lamps	<input type="checkbox"/> Plastic, Molded
<input type="checkbox"/> Cases	<input type="checkbox"/> Fixtures	<input type="checkbox"/> LCDs	<input type="checkbox"/> Printed Circuit Bd
<input type="checkbox"/> Castings	<input type="checkbox"/> Gaskets	<input type="checkbox"/> Lens Assembly	<input type="checkbox"/> PWBs
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Glass	<input type="checkbox"/> Machine, General	<input type="checkbox"/> Rubber, Molded
<input type="checkbox"/> Connectors	<input type="checkbox"/> Hardware	<input type="checkbox"/> Machine, Precision	<input type="checkbox"/> Sheet Metal
<input type="checkbox"/> Contacts	<input type="checkbox"/> Heat Treat	<input type="checkbox"/> Machine, Screw	<input type="checkbox"/> Springs
<input type="checkbox"/> Distributor	<input type="checkbox"/> Insulators	<input type="checkbox"/> Material, Raw	<input type="checkbox"/> Stampings
<input type="checkbox"/> Electrical Comp.	<input type="checkbox"/> Lab, Material	<input type="checkbox"/> O Rings	<input type="checkbox"/> Test Equipment
<input type="checkbox"/> Electromechanical	<input type="checkbox"/> Lab, Metrology	<input type="checkbox"/> Plastic, Sheet	<input type="checkbox"/> Other _____

### Your company's quality system complies with or meets the requirements of:

<input type="checkbox"/> A2LA	<input type="checkbox"/> ISO 9001	<input type="checkbox"/> QS 9001	<input type="checkbox"/> TS-16949
<input type="checkbox"/> AS 9000	<input type="checkbox"/> ISO 9002	<input type="checkbox"/> QS 9002	<input type="checkbox"/> MIL-I-45208
<input type="checkbox"/> AS 9100	<input type="checkbox"/> ISO 9003	<input type="checkbox"/> QS 9003	<input type="checkbox"/> Other _____

**Note: If your company is certified to AS 9000, AS 9100, ISO 9001, 9002, 9003, QS 9001, 9002, 9003 or A2LA, attach a copy of your valid certification and complete the following sections only:**

**Section: 3.0 Special Processes**

**Section: 20.0 Record Retention**

**MANAGEMENT REVIEW:**

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1.0 Do you have a quality manual and/or published directives?	_____	_____	_____
1.1 Do you have a company manual and/or quality department organization chart?	_____	_____	_____
1.2 Is your policy document reviewed periodically for adequacy and currency, and updated as warranted?	_____	_____	_____
1.3 Are the organizations responsible for performing related functions described and their levels of authority defined?	_____	_____	_____
1.4 Are there provisions to make policies and procedures available to responsible personnel?	_____	_____	_____
1.5 Is there a requirement for the evaluated facility's manufacturing personnel to have training and skills appropriate to their assignments?	_____	_____	_____
1.6 Is there a requirement for the evaluated facility's quality personnel to have training and skills appropriate to their assignments?	_____	_____	_____
1.7 Are tags, forms and other documents described and controlled?	_____	_____	_____
1.8 Are records, including technical data files, processes, tests and quality / inspection system data retained for a minimum of seven (7) years?	_____	_____	_____
1.9 Are records analyzed and used to adjust the quality/inspection program?	_____	_____	_____
1.10 Do you maintain a list of measuring/testing equipment?	_____	_____	_____
1.11 Do you have a drawing control system?	_____	_____	_____
1.12 Do you have a return authorization policy for materials rejected by your customers?	_____	_____	_____

**SOFTWARE CONTROL:**

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
2.0 Is there a Configuration Index Document listing all software documents under configuration control and defining the hardware and software part numbers?	_____	_____	_____
2.1 Are there practices and procedures for reporting, tracking and resolving software problems?	_____	_____	_____
2.3 Is obsolete and non-current software media recalled and purged?	_____	_____	_____
2.4 Are there methods and facilities to protect computer programs from unauthorized access, inadvertent damage or degradation?	_____	_____	_____
2.5 Is software identified/marked externally/internally in accordance with the engineering drawing requirements?	_____	_____	_____
2.6 Is there a Software Configuration Management Plan or procedure to control product acceptance software configuration?	_____	_____	_____
2.7 Are all changes to product acceptance software documented and approved?	_____	_____	_____
2.8 Is product acceptance software verified prior to use?	_____	_____	_____

**SPECIAL PROCESSES:**

Yes      No      N/A

3.0 Are any special processes performed at your facility on Prime Products' parts?      \_\_\_\_\_

**Check Processes:**

- |                                   |                              |
|-----------------------------------|------------------------------|
| _____ EDM                         | _____ Liquid Penetrant Insp. |
| _____ Fluorescent Penetrant Insp. | _____ Mat. Test Lab          |
| _____ Heat Treat                  | _____ Plating:_____          |
| _____ Laser Machining             | _____ Potting                |
| _____ Resistance Welding          | _____ Radiographic           |
| _____ Welding                     | _____ Other_____             |

3.1 Are written procedures provided for special processes?      \_\_\_\_\_

3.2 Is equipment required for special processing available and calibrated?      \_\_\_\_\_

3.3 Are processes, equipment, and operators qualified and approved in accordance with the specification/mfg. procedures?      \_\_\_\_\_

3.4 Are special processes accomplished in accordance with the established process specifications?      \_\_\_\_\_

3.5 Are records generated and maintained to reflect compliance with the specification requirements?      \_\_\_\_\_

3.6 Is action taken to correct a special mfg. process found to be out of control?      \_\_\_\_\_

3.7 Have any of these special process procedures been changed in the last year?      \_\_\_\_\_  
 If you answered "yes" to question 3.7, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.8 Are any special processes sub-contracted for Prime Products' parts?      \_\_\_\_\_

If "YES", list the processes and suppliers that perform them or include an approved supplier list.

<u>PROCESS NAME</u>	<u>SUPPLIER NAME</u>	<u>SUPPLIER ADDRESS</u>	<u>APPROVED BY (CUSTOMER)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3.9 If no major customer (i.e. Rockwell, Honeywell, Smiths, etc) approval exists, does your company have documented evidence of control over these suppliers' processes via on-site audits, surveys or questionnaires?      \_\_\_\_\_

**CERTIFICATION / TRACEABILITY:**

Yes      No      N/A

4.0 Does your company provide material/parts certification with every shipment when required by the purchase order?

\_\_\_\_\_

**CONTRACT REVIEW:**

Yes      No      N/A

5.0 Does the quality organization review new contracts for quality requirements, drawing and specification revisions?

\_\_\_\_\_

5.1 Does your organization have a procedure to review the original quote, new purchase order and applicable drawings, specifications, etc. accuracy to the latest revisions?

\_\_\_\_\_

**PURCHASING CONTROLS:**

Yes      No      N/A

6.0 Are written procedures in use for the quality control of purchased parts, material and services?

\_\_\_\_\_

6.1 Are records of purchases, material certification and test reports maintained on file?

\_\_\_\_\_

6.2 Is a current list of approved suppliers maintained on file?

\_\_\_\_\_

6.3 Do purchase orders state the latest drawing and specification revisions?

\_\_\_\_\_

6.4 Are outdated drawings and specifications marked obsolete or discarded?

\_\_\_\_\_

**RECEIVING INSPECTION:**

Yes      No      N/A

7.0 Does Receiving Inspection check material receipts to the requirements of the purchase order?

\_\_\_\_\_

7.1 Are inspected items properly identified from material awaiting inspection?

\_\_\_\_\_

7.2 Is rejected material identified and controlled?

\_\_\_\_\_

7.3 Are age-controlled items inspected and identified with the expiration date, based on the manufacturing/cure/shipment date?

\_\_\_\_\_

7.4 Are all incoming materials identified and marked with material specifications or part numbers and traceable to the manufacture's certification?

\_\_\_\_\_

7.5 Are records of receiving inspection generated and maintained?

\_\_\_\_\_

**MANUFACTURING PROCESSES:**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
8.0 Are manufacturing processes in accordance with drawing requirements?	_____	_____	_____
8.1 Are new or changed mfg. processes substantiated by a test program?	_____	_____	_____
8.2 Are manufacturing process changes approved by appropriate personnel?	_____	_____	_____
8.3 Have work instructions been prepared for all applicable mfg. processes?	_____	_____	_____
8.4 Do work instructions reflect approved technical data?	_____	_____	_____
8.5 Do work instructions adequately control the manufacturing process?	_____	_____	_____
8.6 Are revisions to work instructions reviewed, approved, controlled and documented?	_____	_____	_____
8.7 Is traceability for split lots maintained, including accountability for completion of all manufacturing and inspection operations?	_____	_____	_____
8.8 Do completed products/parts have proper identification markings?	_____	_____	_____
8.9 Are sub-tier operations identified with a part or job number, etc?	_____	_____	_____
8.10 Are routings, work travelers and/or other written instructions used to define manufacturing information and operations required?	_____	_____	_____
8.11 Are your in-process inspection criteria defined?	_____	_____	_____
8.12 Is product identity maintained throughout the manufacturing operation?	_____	_____	_____
8.13 Are rejected parts identified and segregated?	_____	_____	_____
8.14 Are production and inspection records maintained?	_____	_____	_____
8.15 Are "Good Housekeeping" practices maintained in manufacturing areas?	_____	_____	_____

**INTERNAL AUDIT:**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
9.0 Do you have an internal auditing program to verify compliance with its approved procedures, established policies and approval data?	_____	_____	_____
9.1 Is there feedback to higher-level management concerning the results of internal audits?	_____	_____	_____

**INSPECTION / TEST STATUS:**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
10.0 Are inspection methods and plans for each product/part thereof selected to ensure that the parts will be inspected for conformity to drawing requirements?	_____	_____	_____
10.1 Are inspection stamps or devices issued to authorized persons only? And is there a procedure on how are they controlled?	_____	_____	_____
10.2 Are cleaners, solvents, degreasers, etc., adequately identified and controlled to prevent potential product damage from misapplication?	_____	_____	_____
10.3 Are conditions in environmentally controlled areas (e.g., temperature, humidity, chemical contamination) established and maintained?	_____	_____	_____
10.4 Are completed parts traceable to raw material?	_____	_____	_____
10.5 Is final inspection and test performed either by/or under the surveillance of Quality Control?	_____	_____	_____
10.6 Is Z 1.4 (or equiv.) used for frequency of sample selection at final inspection?	_____	_____	_____
10.7 Are your final inspection criteria defined?	_____	_____	_____
10.8 Are functional test procedures adequately detailed to minimize operator error?	_____	_____	_____
10.9 Are test procedures or instructions applicable to the products/parts thereof established, maintained, and used?	_____	_____	_____
10.10 Are changes to the test procedures/instructions adequately controlled?	_____	_____	_____
10.11 Are products properly protected and handled to prevent damage?	_____	_____	_____
10.12 Are "Good Housekeeping" practices maintained in the final acceptance and test areas?	_____	_____	_____

**STATISTICAL PROCESS CONTROL (SPC):****Yes****No****N/A**

- 11.0 Has a satisfactory SPC method been established for acceptance of specific product characteristics? \_\_\_\_\_
- 11.1 Are pertinent personnel trained in SPC techniques? \_\_\_\_\_
- 11.2 Are appropriate SPC control limits and subgroup selection being used? \_\_\_\_\_
- 11.3 Are criteria defined for determining when an SPC process is considered to be out of control? \_\_\_\_\_
- 11.4 Is regular review of the SPC charts made to determine changes (e.g., shifts) in the process? \_\_\_\_\_
- 11.5 Is corrective action required when an SPC control chart shows the process out of control? \_\_\_\_\_

**TOOL, GAGE AND TEST EQUIPMENT CALIBRATION CONTROL:****Yes****No****N/A**

- 12.0 Is your facility's calibration system designed to meet MIL-STD-45662 or ANSI NCSL Z540-1? \_\_\_\_\_
- 12.1 Are tools and gauges initially approved and periodically inspected & calibrated? \_\_\_\_\_
- 12.2 Are written procedures in effect to control tools, gages and test equipment? \_\_\_\_\_
- 12.3 Does the system provide for mandatory recall of all calibrated tools, gages and test equipment? \_\_\_\_\_
- 12.4 Are calibrated records generated and maintained on all equipment used for acceptance? \_\_\_\_\_
- 12.5 Do calibration records reflect:
  - Frequency of calibration? \_\_\_\_\_
  - Procedure for calibration? \_\_\_\_\_
  - Personnel performing calibration? \_\_\_\_\_
  - Date calibrated and next due date for calibration? \_\_\_\_\_
  - Item identity number and name? \_\_\_\_\_
- 12.6 Are calibrated intervals adjusted based on reliable data? \_\_\_\_\_
- 12.7 Are gauges uniquely identified to show acceptability for use? \_\_\_\_\_
- 12.8 Are standards, inspection tools, gauges, instruments, jigs, etc., that are inaccurate or beyond the scheduled calibration cycle identified and precluded from use until rework or re-calibration is accomplished? \_\_\_\_\_
- 12.9 Are customer-furnished tools, gages and test equipment adequately controlled, protected and maintained? \_\_\_\_\_
- 12.10 Does equipment used for inspection and test have the degree of accuracy necessary to determined conformity of the characteristic being inspected? \_\_\_\_\_
- 12.11 Are employee-owned gages subject to the same controls as company-owned gages? \_\_\_\_\_
- 12.12 Is measuring and test equipment traceable to the National Institute of Standards and Technology (N.I.S.T.)? \_\_\_\_\_
- 12.13 Is evaluation made of the need for action on a product which has been accepted by a significantly out-of-tolerance gauge? \_\_\_\_\_

<b>SUPPLIER CONTROL:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
13.0 Do you have an approved supplier list?	_____	_____	_____
13.1 Do you perform on-site audits or mail out quality systems questionnaires to your approved supplier base within a three-year time frame?	_____	_____	_____
13.2 Are initial and periodic evaluations of suppliers made, as necessary, and corrective actions taken to correct deficiencies found in their systems?	_____	_____	_____
13.3 Do you purchase strictly from your approved supplier list? If no, what is your procedure to deviate from your approved supplier list?	_____	_____	_____
<hr/> <hr/> <hr/>			
13.4 Do you flow down applicable technical & quality requirements to your suppliers?	_____	_____	_____
<b>MATERIAL STORAGE AND HANDLING:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
14.0 Is access to stockrooms and material storage areas controlled to prevent unauthorized stocking or removal?	_____	_____	_____
14.1 Are materials properly handled and stored to prevent damage, contamination and/or loss?	_____	_____	_____
14.2 Are appropriate methods used to prevent part damage or contamination?	_____	_____	_____
14.3 Are only conforming and properly identified products/parts displaying drawing number and revision level placed in a designated storage area?	_____	_____	_____
14.4 Are proper Electro-Static Discharge (ESD) routines (ref: MIL-STD-1686) in place and documented in a written procedure?	_____	_____	_____
14.5 Is aged material identified and purged before expiration?	_____	_____	_____
<b>CONTROL OF CUSTOMER-SUPPLIED MATERIAL:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
15.0 Are controls adequate to properly segregate customer-furnished material to assure its use in the intended product?	_____	_____	_____
<b>PACKAGING AND SHIPPING:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
16.0 Do controls exist to ensure good commercial packaging?	_____	_____	_____
16.1 Do written instructions exist to cover packaging, marking and shipping utilized by shipping and/or inspection personnel?	_____	_____	_____

