

FFF Engineering Design

71 East 26th Street
Paterson, NJ 07514

Phone: 973-442-2290

Fax: 973-989-8576

SUPPLIER QUALITY SYSTEMS SURVEY

Result of

Survey: Approved: _____ Conditional Approval: _____ Disapproved: _____

Date of Review: _____ Date of next survey: _____

Survey prepared by: _____

Facility Surveyed: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

List principal products: _____

List manufacturing capabilities/approved processes: _____

Total sq.ft. plant area: _____ Total inspection personnel: _____

Total production personnel: _____ Total engineering personnel: _____

Responsible for Quality Assurance: _____ Manufacturing: _____ Engineering: _____

Manufacturing percentage: Military products _____ Commercial products _____

Is your facility under Government inspection supervision? Yes No N/A

Quality manual revision level and/or date: _____

What specification is your quality assurance auditable to? Mil-Q-9858 Mil-I-45208 ISO 9001

(list others) _____ AS9100 ISO 9002 Other

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		Yes	No	N/A
	MANAGEMENT / QUALITY SYSTEM:			
1.	Do you have a Quality Control system, which is implemented with supporting procedures?			
2.	Are such procedures maintained reviewed regularly, and made available to all affected personnel?			
3.	Do personnel performing quality functions have well defined responsibility, authority, and organizational freedom to:			
	a. Identify and evaluate quality problems?			
	b. Prevent further processing of nonconforming materials?			
	c. Recommend, initiate or provide solutions to quality problems?			
4.	Is it documented that management regularly reviews the status of the quality program?			
5.	Do you promptly notify your customers (in writing) of any changes in your quality system, manufacturing processes, or organizational structure, which affect product quality or integrity?			
	CONTRACT REVIEW:			
6.	Does quality assurance participate in contract reviews to identify and evaluate quality requirement prior to and during production?			
7.	Are quality requirements reviewed and documented as part of the contract review and bid process?			
	DOCUMENT AND DATA CONTROL:			
8.	Are current, complete, and accurate records of quality activities on file and maintained?			
9.	Are written instructions provided to cover all work affecting quality (including such things as handling, machining, assembly, fabrication, processing, cleaning, inspection, testing, packaging, etc.?)			
10.	Does supplier have procedures outlining the acceptance criteria of inspection results?			
11.	Are all inspection and tests recorded and maintained on file for at least 7 years?			
	PURCHASING:			
12.	Does your Quality department have access to:			
	a. Customer purchase orders:			
	b. Specifications			

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13.	Does your Quality Control review purchase orders prior to release?			
		Yes	No	N/A
14.	Does your receiving inspection have a copy of each purchase order?			
	a. Are drawings (military or customer) and process specifications available for inspection personnel?			
	b. Are records kept of sampling inspection?			
	c. Are records kept to show acceptance or rejection of incoming materials?			
	INSPECTION AND TESTING:			
15.	Do inspection records show lot size, sample size, and lot identity?			
16.	Do your written procedures provide for control of tooling used in the manufacture or inspection of products?			
17.	Do you provide packaging instructions to the shipping inspector to ensure that test data, reports, and certifications are included in the shipment?			
18.	Do you use rejection reports, acceptance tags, rework, or hold tags?			
19.	Are your inspection gages and tools calibrated at periodic intervals?			
20.	Is your inspection equipment calibrated to standards that are traceable to the National Institute of Standards and Technology or equivalent?			
21.	Are your records of calibration kept on file?			
22.	Are requests for proposals and/or contracts reviewed to identify new or unusual precision measurement requirements?			
23.	Do you use inspection stamps to identify inspection status?			
	PROCESS CONTROL:			
24.	Are all parts, raw materials, supplies, or services inspected upon receipt to ensure conformance to purchase contract requirements?			
25.	Are incoming materials properly identified and controlled until inspection acceptance is indicated?			
26.	Do your procedures for control of raw material require the following?			
	a. Material certification?			
	b. Periodic Laboratory verification tests?			
	c. Permanent identification?			
	d. Segregated storage?			

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	e. Material storage to prevent contamination and damage?			
	f. Control of customer supplied material, hardware, supplies, and tooling?			
27.	Manufacturing and in-process control:			
	a. Are shop travelers or job cards used by production to define the sequence of manufacture and inspections?			
	b. Are applicable drawing change letters and dash numbers referenced on the shop traveler or job card?			
	c. Is the first piece part inspected before a job can be run?			
28.	Is there criteria provided for approval and rejection of product inspections and for monitoring methods, equipment, and processes?			
29.	Do you have a documented system for order control that ensures incomplete operations and quantities of parts are accounted for when an original order is split?			
30.	Are obvious scrap materials or parts promptly identified, removed and segregated or destroyed to preclude inadvertent use or reentry into production?			
31.	Is your manufacturing/processing environment maintained or controlled to provide suitable conditions for production (i.e., adequate lighting, protection for hazards/contaminants, etc.)?			
32.	Are deviations that affect the customer's requirements referred to the customer for disposition?			
33.	Do you have a procedure and an established system for controlling non-conforming materials?			
34.	Is rejected or discrepant material segregated to preclude shipment to customers until approved by customers?			
35.	Do records of nonconformance and materials review action reflect adequate descriptions of deficiencies and subsequent corrective action?			
	CORRECTIVE AND PREVENTIVE ACTION:			
36.	Does the supplier maintain an adequate corrective action system that verifies corrective actions are put in place?			
37.	Does the system ensure prompt action to corrections needed?			

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		Yes	No	N/A
38.	Are supplier's quality programs evaluated by internal auditing?			
39.	Does the supplier provide a system for corrective actions from outside sources?			
	STATISTICAL TECHNIQUES:			
40.	Do you utilize SPC in your facility?			
41.	Do Inspection personnel have instructions covering sampling inspection?			
42.	Are different inspection indications (stamps, inspection forms, etc.) used to show sampling versus 100% inspection?			
43.	Is verification and proper documentation of inspections being performed?			
44.	Are the CMM programs verified for accuracy?			

45. List companies for which you are approved. You may attach a list.

Please return this survey by mail or Fax:

Attn: Quality Assurance Director
FFF Engineering Design
71 East 26th Street
Paterson, NJ 07514
Fax: 973-989-8576

If you have any questions, please contact the Quality Assurance Director at (973) 442-2290. Thank you.