

1.0 BACKGROUND INFORMATION

Company Name: _____

Company Address: _____

Phone Number: _____ Fax Number: _____

Number of years in business: _____ Number of employees: _____

Annual Sales in Dollars: _____ Size of Facility in Square Feet: _____

Name of Senior Quality Representative: _____ Title: _____

Number of personnel in Quality / Inspection Department: _____

This survey completed by: _____ Title: _____

Describe the Products or services your company provides Dynomax:

If your organization has been certified to an ISO, Automotive, or Aerospace standard, simply complete Section 1.0 and return the survey along with a photocopy of your certificate **and a photocopy of the revision page of your current quality policy manual.**

2.0 QUALITY POLICY

2.1	Does your company have a documented Quality Policy which defines the objectives for a commitment to quality?	YES	NO
2.2	Has the Quality Policy been approved and signed by company management?	YES	NO
2.3	Do you have a documented Quality System?	YES	NO
2.4	Is your Quality System based on any recognized national, government, or military standard?	YES	NO
2.4.1	If so, which standard(s)? _____		
	Date of last audit? _____		
	Last audit performed by: _____		

2.0 QUALITY POLICY (con't)

2.5	Has your system been audited and approved by any recognized organization within the past 2 years?	YES	NO
2.5.1	If so, please provide the name of certifying company, date and standard you have been approved to? _____		
2.5.2	Please attach a photocopy of certification documents		
2.6	Would you allow Dynomax AND OUR CUSTOMERS to perform an on-site audit?	YES	NO

3.0 RESPONSIBILITY AND AUTHORITY

3.1	Do you have an organizational chart or other form of responsibility definition?	YES	NO
3.2	Does the department responsible for Quality report directly to the President?	YES	NO
3.3	Does the department responsible for Quality have the authority to control further processing and delivery of product until the unsatisfactory condition has been corrected?	YES	NO

4.0 RESOURCES AND PERSONNEL

4.1	Do inspection / verification activities include:		
	Incoming Inspection	YES	NO
	In-Process Inspection	YES	NO
	Final Inspection	YES	NO
4.2	Are personnel performing product verifications adequately trained?	YES	NO
4.2.1	Do you keep records of such training?	YES	NO
4.3	Are personnel performing and verifying special processes certified? (i.e.. plating, soldering, etc.)	YES	NO
4.4	Are personnel performing inspection / verification independent of those having direct responsibility of the work being performed?	YES	NO

5.0 QUALITY MANUAL

5.1	Is the Quality Manual approved by company management?	YES	NO
5.2	Is the Quality Manual reviewed and updated annually?	YES	NO
5.3	Does the Quality Manual include a Revision Page and a Table of Contents? (If so, please attach a copy of each)	YES	NO
5.4	Are internal audits performed with results documented and reported to management?	YES	NO

6.0 CONTRACT REVIEW

6.1	Are all customer contracts / purchase orders reviewed prior to start of work?	YES	NO
6.2	Is the department responsible for Quality involved in this review?	YES	NO
6.3	If a problem arises which may impact the quality, quantity, or delivery of the contract, is the customer notified?	YES	NO
6.4	Is production suspended until written response is obtained from customer?	YES	NO

7.0 DOCUMENT CONTROL

7.1	Are products manufactured to: Dynamax drawings and specifications?	YES	NO
	Your own drawings and specifications?	YES	NO
7.2	Is there a step in the process to verify that current revisions of applicable drawings and specifications are available prior to production?	YES	NO
7.3	Are OBSOLETE drawings removed from production areas or, are they very clearly marked?	YES	NO
7.4	Are Dynamax drawing and specification changes reviewed for impact on machine settings or other applicable production controls?	YES	NO

8.0 PURCHASING

8.1	Are sources for purchased parts controlled by an approved suppliers list?	YES	NO
8.2	Are your suppliers monitored for performance?	YES	NO
8.3	Are your suppliers surveyed or evaluated?	YES	NO

8.0 PURCHASING (con't)

8.4	Do your purchasing documents reference designations of: TYPE, CLASS, GRADE, STYLE, DOCUMENT REVISION, AND DATE REQUIRED as applicable to the item being purchased?	YES	NO
8.5	Do you perform source inspections at your supplier's facilities?	YES	NO
8.6	Does the department responsible for Quality review your purchasing documents which give directions to your suppliers?	YES	NO
8.7	Do you periodically verify supplier's testing for compliance on raw materials?	YES	NO
	8.7.1 If yes, how and at what frequency? _____		

9.0 PRODUCT IDENTIFICATION AND TRACEABILITY

9.1	Are final assemblies traceable to the operator performing each step of the assembly?	YES	NO
9.2	Are the components of final assemblies traceable back to their raw materials at any stage of production?	YES	NO

10.0 PROCESS CONTROL

10.2	Are written instructions provided for each operation or assembly stage?	YES	NO
10.3	Is a process traveler, routing ticket, or batch card system employed for identification?	YES	NO
10.4	Are applicable customer specifications clearly noted?	YES	NO
10.5	Is non-conforming in-process material identified and kept separate from acceptable product?	YES	NO

11.0 RECEIVING INSPECTION

11.1	Are there written instructions for receiving inspection?	YES	NO
11.2	Does receiving inspection compare product received to your own purchase documents?	YES	NO
11.3	Do you require your suppliers to supply documented evidence as required by your customers or applicable specifications?	YES	NO
11.4	Review of above documentation is part of the receiving inspection process?	YES	NO
11.5	Are functional test performed as required?	YES	NO
11.6	Is non-conforming product identified, separated, and documented by appropriate review personnel?	YES	NO
11.7	Is product allowed to be used without required testing being performed?	YES	NO
11.7.1	If yes, is there a "Product Recall" system in place?	YES	NO

12.0 INSPECTION, MEASURING AND TEST EQUIPMENT

12.1	Has all equipment used in the evaluation of final product been identified, calibrated, and verified at prescribed intervals?	YES	NO
12.2	Is calibration of equipment traceable to N.I.S.T.?	YES	NO
12.3	Is the calibration system controlled by written instructions?	YES	NO
12.4	Is calibrated equipment identified with a tag noting the next due date and an identifying number?	YES	NO
12.5	Is equipment used if it is "out of calibration"?	YES	NO
12.6	If yes, is product re-inspected or recalled after equipment has been re-calibrated?	YES	NO

13.0 INSPECTION AND TEST STATUS

13.1	While in process, is product identified with the following information:		
	Name of product	YES	NO
	Applicable drawing / specification revision?	YES	NO
	Operator identification	YES	NO
	Type of Inspection or testing to be performed	YES	NO
	Stamp or initials indicating completion of operation	YES	NO
13.2	Are industry accepted (i.e. MIL-STD-105, or ANSI / ASQC Z1.4-1993) sampling plans used?	YES	NO
13.3	Do you use SPC techniques for process control?	YES	NO

14.0 CONTROL OF NON-CONFORMING PRODUCT

14.1	Is non-conforming product identified and separated to prevent improper use or shipment?	YES	NO
14.2	Is non-conforming product documented, evaluated, and dispositioned?	YES	NO
14.3	Are your customers involved in the disposition of non-conforming material?	YES	NO

14.0 CONTROL OF NON-CONFORMING PRODUCT (con't)

14.4	Are non-conformance documents periodically reviewed for tend formation?	YES	NO
14.5	Are customer non-conformances documented and addressed until the customer is satisfied?	YES	NO
14.6	Do you have a Supplier Corrective Action System?	YES	NO
14.7	Do you have an Internal Corrective Action System?	YES	NO
14.8	Are corrective actions verified for completion and effectiveness?	YES	NO
14.9	Is reworked / repaired product re-inspected prior to use or shipment?	YES	NO

15.0 HANDLING, STORAGE, PACKAGING, AND DELIVERY

15.1	Are there written instructions for packaging of final products for shipping?	YES	NO
15.2	Is there adequate protection of products against damage or deterioration during:		
	Assembly / production	YES	NO
	Packaging	YES	NO
	Shipping	YES	NO
15.3	Is applicable shelf life clearly identified on package and supporting documentation?	YES	NO
15.4	Are Customers notified immediately upon discovery that a delivery will be late?	YES	NO

