Supplier Self- Assessment Questionnaire

General Information

Supplier		**Supplier Number**					
Address		**City**		**State**		**Zip**	
Web Address							

Contact Personnel (Include the President, Sales Manager, AR, and Quality Interface at a minimum)

Name	**Title**	Service Years	Phone	**E-mail**

Total # Employees		***# Engineering***		***# Manufacturing***		***# Quality and Inspection***	

Facility Sq. Ft.:	**Facility Sq. Ft. Available to grow:**
Other Manufacturing Sites? Please indicate address and commodity/services:	
Is there a Contingency Plan in place in case of operations disruption?	

Quality System

(If ISO certified attach a copy of the Certification)

ISO 9001 Please Check →	Yes	**No**	**Certified on:**	**Expires on:**	***Third Party Certified by:***	
Calibration System	**MIL-STD-45662A, ISO10012-1, ANZI Z540-1**				**Other (Describe)**	

Product Manufactured/Commodity/Service Description

- Suppliers performing a self-evaluation of their Quality System **must** sign the Quality System Self Evaluation Statement on page two (below) of the survey
- Suppliers with 3rd party registration **must** submit a copy of the certification and may return the survey without completing 1.1 through 14.0
- Please review and complete this form to the best of your ability. In the event that a question does not apply, please check N/A. During the completion of the survey, certain blocks have multiple questions. Answer each question individually.

Please forward the completed Quality System Self-Evaluation along with any applicable Certificates and Quality System Summaries to chong@braincorporation.com

QUALITY SYSTEM SELF-EVALUATION STATEMENT

I hereby certify that the attached Quality System Self-Evaluation Questionnaire has been completed in accordance with our established Quality Assurance Manual and with professional ethics. Wrongful indications of compliance may jeopardize any future procurement activities with Brain Corporation.

Signature: _____ Date: _____

Print Name: _____ Title: _____

1.0 QUALITY MANAGEMENT

	DESCRIPTION	YES	NO	N/A
1.1	Is there a Quality Manual?			
1.2	Is the Quality Manual approved by Management?			
1.3	Is the Quality Manual update and release controlled by your document control system?			
1.4	Is the Quality policy formally documented and consistent with the System requirements and product complexity?			
1.5	Is there an organization chart defining the functional responsibilities and reporting structure?			
1.6	Who does Quality Assurance report to?			
1.7	Does the company have a documented plan for overall continuous improvement?			

2.0 QUALITY PLANNING

	DESCRIPTION	YES	NO	N/A
2.1	Does Quality review new Contracts/Purchase orders?			
2.2	Is the review process documented and does it include Engineering as required?			
2.3	Does Quality review and approve internal drawings for compliance to Contract/Purchase order/Specification control drawing?			
2.4	Does Quality review and approve acceptance test procedures?			
2.5	Does Quality review and approve qualification testing?			
2.6	Does Quality generate a Quality Plan for the product being delivered?			

3.0 QUALITY RECORDS

	DESCRIPTION	YES	NO	N/A
3.1	Is there a definition of what documents are controlled and by whom?			
3.2	Is there a procedure to store documents? Procedure Name _____Procedure# _____			
3.3	Are Quality documents approved prior to implementation?			
3.4	Area documents under configuration/revision control?			
3.5	How long are Quality records maintained? Years:_____			
3.6	Is there a documented retrieval procedure?			
3.7	Are obsolete documents removed from use?			
3.8	Are Quality records retained?			
3.9	Is the final inspection paperwork, C of C retained?			

4.0 AUDITS

	DESCRIPTION	YES	NO	N/A
4.1	Are internal Quality Audits performed on a scheduled basis?			
4.2	Are the audits conducted using documented procedures/checklists?			
4.3	Who is responsible for conducting the internal audits? Describe:			
4.4	Are the results of the internal audit reviewed by upper Management?			
4.5	Are manufacturing processes part the of the internal audit system?			
4.6	Do negative internal audit findings result in the issuance of a corrective action request to the cited internal organization? (to promote continuous improvement)			
4.7	Are scheduled Customer satisfaction surveys performed?			
4.8	Area the results of these surveys used to promote internal continuous improvement and increase Customer satisfaction?			

5.0 DESIGN AND DEVELOPMENT

	DESCRIPTION	YES	NO	N/A
5.1	Is there a defined Design and Development process?			
5.2	Is the process documented for all new Customer driven products?			
5.3	Does Quality participate in the design and validation process?			
5.4	Is the design validated to the customer specification?			
5.5	Are design validation verifications performed prior to moving to the next step?			
5.6	During the design and prototype phase, are drawings under configuration control?			
5.7	During the development phase, are unique requirements flowed down to sub-tier suppliers?			

6.0 PROCURED MATERIAL CONTROL

	DESCRIPTION	YES	NO	N/A
6.1	Does the supplier maintain an approved supplier list?			

6.2	Can material be procured from other than an approved supplier?			
6.3	Is there a supplier rating system encompassing delivery and quality performance?			
6.4	Is there a system for issuing suppliers CAR's, NC's?			
6.5	Does Quality conduct supplier surveys by (Circle all that apply): Mail Physical Phone			
6.6	Are certifications for raw materials provided?			
6.7	What form of test of material verification is performed?			
6.8	Does quality witness or audit sub-tier supplier testing?			

7.0 RECEIVING INSPECTION

	DESCRIPTION	YES	NO	N/A
7.1	Does Receiving Inspection use drawings, specifications and purchase orders?			
7.2	Does Receiving Inspection have the necessary measuring equipment to perform all required measurements and testing (as required)?			
7.3	What sampling plans are used in Receiving Inspection?			
7.4	Are purchase order/drawing requirements verified 100%			
7.5	Are the results of receiving inspection recorded?			
7.6	Is the supplier rating revised to reflect inspection results?			
7.7	Are non-conformances documented?			
7.8	Is non-conforming material segregated?			
7.9	Are raw material certifications provided?			
7.10	Are materials handled using a FIFO system?			

8.0 IN-PROCESS INSPECTION

	DESCRIPTION	YES	NO	N/A
8.1	Are Inspection stamps used?			
8.2	Is there a stamp control log?			
8.3	What magnification aids are used?			
8.4	Is first piece inspection performed on all new lots?			
8.4.1	Is first piece inspection performed on all design changes?			
8.5	Are designated in-process inspection points documented and identified?			
8.6	Are travelers used during the manufacturing process?			
8.6.1	Is the workmanship standard documentation available?			
8.7	Are the units inspected to acceptance/rejection criteria?			
8.8	Are the results of inspections documented?			
8.9	Are the inspection results tabulated and analyzed?			
8.10	If tabulated and analyzed, How often?			
8.11	If a rejection is the result of purchased material non-conformity, is the information transmitted back to Receiving Inspection?			
8.12	Does inspection verify lot numbers?			
8.13	Does inspection validate drawing revision level?			

9.0 FINAL INSPECTION

	DESCRIPTION	YES	NO	N/A
9.1	Does Inspection verify compliance using the customer supplied drawings?			
9.2	Does Inspection use internally generated drawings?			
9.3	Is final inspection and testing performed on all deliverable end items?			
9.4	Are checklists or documented procedures used to conduct final inspection?			
9.5	Is a Cert of Compliance provided with shipments?			

9.6	Are Certs of Compliance provided by sub-tiers for special processes performed? (Electroplating, heat treat, etc.…)			
9.7	Are all deliverable items verified to the Customer PO and the Customer assigned specifications on the PO?			

10.0 NON-CONFORMING MATERIAL

	DESCRIPTION	YES	NO	N/A
10.1	Is all non-conforming material removed and segregated from acceptable material during all phases of production and release?			
10.2	Are all material review actions reviewed and verified by Quality			
10.3	Is there an approved material review board (MRB) that includes quality and engineering?			
10.4	Does the company have a formal MRB?			
10.5	Are USE AS IS and Repair/Rework dispositions signed by all members of the MRB?			
10.6	Is analysis performed on MRB action to determine root cause and corrective action?			
10.7	Is the MRB activity part of a Closed Loop Corrective Action System?			
10.8	Is a corrective action request generated as part of the MRB action?			
10.9	Does quality define the subsequent inspection and test requirements as part of the rework process?			
10.10	Does the company perform failure analysis?			
10.11	Is there a data system to analyze and evaluate non-conforming parts?			
10.12	Is there objective evidence that identified trends have been corrected and a continuous level of improvement established?			

11.0 CALIBRATION

	DESCRIPTION	YES	NO	N/A
11.1	Are calibration standards traceable to NIST?			
11.2	Are the calibration records, certifications, and recall notices part of the Quality record?			
11.3	Are asset numbers and calibration due dates assigned to equipment used to accept/reject product?			
11.4	Does the calibration system provide for periodic recall of assigned equipment?			
11.5	Does the system have an “Out of Calibration” recall notice?			
11.6	Is there a system in place to identify equipment found to be out of calibration?			
11.10	Are calibration seals used on calibrated equipment?			

11.11	Is special test equipment (STE) calibrated?			
11.12	Who is responsible for developing the calibration test procedure for STE's?			
11.13	Is the STE performance validated prior to use?			
11.14	Is the equipment software driven?			
11.15	If yes, is the software under configuration control?			

12.0 PROCESS CONTROL

	DESCRIPTION	YES	NO	N/A
12.1	Is a First Article (FA) or first piece inspection performed for a newly manufactured or sub-contracted item?			
12.2	Is the requirement for First Article on the PO?			
12.3	Are crucial processes under Statistical Process Control (SPC)?			
12.4	Are operators trained in SPC?			
12.5	Are control limits and accept/reject criteria identified and documented on the control charts?			
12.6	Are process adjustments made for tasks which are approaching the acceptable control limit?			
12.7	Are corrective actions taken in respect to processes which have exceeded their acceptable control limit –to promote continuous improvement?			
	COMMENTS:			

13.0 PRODUCTION CONTROL

	DESCRIPTION	YES	NO	N/A
13.1	Is there a documented, formalized Production Control/MRP system?			
13.2	Does the system track material need dates?			
13.3	Does the system identify exceptions?			
13.4	Does the system identify shortages?			
13.5	What system is used?			
13.6	Are lead times and process times entered which reflect contractual delivery dates?			
13.7	Does the stock room use FIFO (First In First Out)?			
13.8	Are cycle counts performed on a scheduled basis?			

13.9	Is the stock room audited for storage conditions?			
13.10	Is the stockroom in a limited access area?			
13.11	Is there a shop floor system in place capable of tracking work in progress (WIP)?			
13.12	Is material status identified throughout each work center and inspection and packaging?			

14.0 SUPPLIER ADDITIONAL COMMENTS
