Supplier Self Survey

This report is intended to gather data relative to the capabilities of the Supplier's Quality Management System. Please complete the report in its entirety. When supplemental documents are submitted, a reference to the related item of this report shall be made. Suppliers are encouraged to attach additional information not requested by this report, but may be beneficial during the evaluation process. Please complete this report with your comments, if any, and return it within **ten days** to APEX Machining.

Company Name:	
Manufacturing Address:	
Mailing Address:	
Telephone:	Fax:
E-mail Address:	Website:

Company Management

President:	Manufacturing/Production Manager:
Quality Representative:	Reports to:

Number of Employees

Manufacturing:	Quality:	Inspection:	Engineering:	Administrative:	Total Employees:

Facility & Equipment

Number of Buildings:	Floor Area (Square Feet):	Years at this location:
Is the company I.T.A.R. registered?	I.T.A.R. registration number:	
Is the company a U.S. owned company?	If applicable, is the parent company a U.S. owned company?	
Is the company's Quality Management System compliant to AS9100? If no, specify the standard? (if applicable, attach certification(s))	Is the company N.A.D.C.A.P. approved? (attach certification(s) of all process approval(s)).	
Key Production Equipment (Describe briefly and/or attach list):		

Control of Government/Customer Supplied Product	Yes	No	N/A	Comments
Is a system in place for the control of customer supplied product?				

Does the system inspect and notify the customer when customer supplied parts are non-conforming?				
When required, can the organization comply with I.T.A.R. regulations?				

IF THE COMPANY IS AS9100/ ISO9001 CERTIFIED DO NOT COMPLETE THE FOLLOWING QUESTIONS. RETURN REPORT WITH A COPY OF THE CERTIFICATE AND COMPLETED PORTION ABOVE, SIGN & DATE LAST PAGE AND RETURN.

Management Responsibility	Yes	No	N/A	Comments
Do you have a documented, signed and published Quality Manual?				
Do you have a documented, signed and published company Quality Policy?				
Do you have a company organization chart defining the authority of personnel who mange and perform work affecting quality?				

Quality System	Yes	No	N/A	Comments
Are all forms and records used to document product quality identified in the Quality System?				
Is the Quality Manual periodically audited?				
Is the Quality Manual available for use by all relevant personnel?				

Contract Review	Yes	No	N/A	Comments
Are purchase orders reviewed to ensure that contract requirements can be met?				
Are contractual requirements reviewed and flowed down as part of contract review?				

Document & Data Control	Yes	No	N/A	Comments
Are initial releases of documents reviewed and approved by authorized personnel prior to issue?				
Are there revision controls for all drawings, procedures, work instructions and specifications?				
Are customer changes/amendments incorporated?				

Purchasing	Yes	No	N/A	Comments
Is there an approved suppliers list based on ability to meet the requirements?				
Are necessary corrective actions taken on unsatisfactory subcontractors?				
Are quality system and contractual requirements flowed down to the subcontractors?				

Product Identification and Traceability	Yes	No	N/A	Comments
Is product identified from receipt through all the stages of production and delivery? (i.e. Shop Traveler/Router)				

Process Controls	Yes	No	N/A	Comments
Are production processes planned with concise and detailed instructions by the use of routers/travelers?				

Are there procedures for ensuring that all processes are controlled?				
Where required, are only customer approved suppliers used?				

Inspection and Testing	Yes	No	N/A	Comments
Are there documented procedures for Receiving Inspection?				
Are there documented procedures for In-Process Inspection?				
Are there documented procedures for Final Inspection to verify that all quality records meet the customer's requirements?				
Are quality records maintained?				

Control of Inspection, Measuring and Testing Equipment	Yes	No	N/A	Comments
Are there procedures/instructions for control, calibration and maintenance of inspection and test equipment?				
Are calibration and certification of all inspection and test equipment traceable to National Institute of Standards and Technology (NIST).				
Is there a system in place for recall of gages requiring calibration?				
Are all inspection and test equipments uniquely identified for traceability?				
Are employee owned tools included in the recall calibration system?				

Inspection and Test Status	Yes	No	N/A	Comments
Is the inspection status maintained throughout the production process?				
Are records maintained to reflect the distribution and accountability of all inspection stamps?				

Control of Non-conforming Product	Yes	No	N/A	Comments
Is there a procedure in place for the identification, documentation, evaluation, disposition, and notification of non-conforming product?				
Is material that is disposition as scrap rendered unusable?				
Is the responsibility for review and authority for disposition of non-conforming product defined in a procedure?				

Corrective and Preventative Action	Yes	No	N/A	Comments
Is a system in place for investigating and implementing corrective and preventative action?				
Is the implementation and effectiveness of corrective actions followed up?				
Do records show the investigation of the root cause(s) for non-conformances?				

Handling, Storage, Packaging, Preservation and Delivery	Yes	No	N/A	Comments
Is an effective system in place for controlling packaging, preservation and delivery of all product, materials and supplies?				
Is there a controlled area for storage/inventory?				

Control of Quality Records	Yes	No	N/A	Comments
Are Quality records identifiable to the appropriate product including, pertinent subcontractor records?				
Are records readily retrievable, legible, and accessible?				

Internal Quality Audits	Yes	No	N/A	Comments
Is there an internal audit schedule/program in place?				
Are internal audit records maintained?				

Training	Yes	No	N/A	Comments
Are training records for individuals maintained?				
Is the effectiveness of training evaluated?				

I certify that the above Quality Assurance Evaluation Report has been completed in accordance with our Quality Assurance procedures and is accurate and correct.

Prepared by:

Print Name	Date
Signature	Title

Please return this evaluation by:
Fax:
Mail:

E-Mail:

For APEX Machining Use Only

Approved ☐

Disapproved ☐

Comments:

Reviewed by	Date