



SUPPLIER EVALUATION QUESTIONNAIRE

COMPANY NAME: _____ DATE: _____
 ADDRESS _____
 CITY _____ STATE _____
 PHONE: _____ FAX _____ EMAIL _____

If a division of subsidiary, please list name and address of parent organization:

INTRODUCTION

The attached questionnaire will be used by Quality Assurance personnel to evaluate your Quality Assurance capabilities. Submittal of this questionnaire, by itself, does not constitute an approval of your company as an approved source. MSI may, after receipt of the completed questionnaire, Conduct an on-site survey of our facility. Since Quality Assurance approval is necessary before a Procurement award can be made, it is to your benefit to return this form as soon as possible.

INSTRUCTIONS

1. All questions should be answered. If questions are not applicable, they should be identified "N/A". If the answer is none, state "NONE". Enter an "X" in appropriate spaces on yes /no questions.
2. If supplemental data is submitted, check with an asterisk (*) and identify the attachments by the applicable paragraph number. A supplemental data sheet is attached for your convenience.
3. Answers should reflect you current status. Do not reflect procedures or capabilities which are anticipated or proposed.
4. Questionnaire should be returned with ten (10) days.
5. Completed questionnaires should be directed to:

Vice President – Quality Assurance
McCormick Selph, Inc.
 3601 Union Road
 P.O. Box 6
 Hollister, California 95024-0006

The information contained in this questionnaire is certified to be complete and accurate.

Supplier's Signature (Authorized Official)

Title

Date

Section I – Organization

1. Key Personnel:

President/Owner(s) _____
 General Manager _____
 Quality Control Manager _____
 Chief Inspector _____

2. To whom does Quality Control Manager report (title) _____

3. To whom does the Chief Inspector report? (title) _____

4. Present number of employees:

	Number
a. Engineering _____	
b. Manufacturing _____	
c. Quality Assurance _____	
(1) Inspection _____	
(2) Test _____	
d. Other _____	
e. Total _____	

6. Company Particulars:

a. How long has company been in business as presently organized?

b. What is principal product(s)?

c. List principal customers for whom you have supplied work in the past two (2) years.

d. List principal companies and/or Government agencies which have surveyed and approved our Quality Control system:

Company/Government Agencies	Date	Name of Surveying Representative

Section II – Quality Assurance Systems and Procedures

1. Is a written Manual of Quality Procedures available and maintained for use by quality personnel?

Yes No

2. The Quality Control System is derived to comply with the following system specifications(s):

ISO 9001 ISO 9002 NHB 5300.4(C) ANSI 2540-1

Other _____

3. If your Quality System has been certified to an ISO Standard complete to following;

Level of ISO 9000 certified	<input type="checkbox"/> ISO-9001	<input type="checkbox"/> ISO-9002
Registrar's Name:		
Registration Number:		

4. Is your Government surveillance or source inspection by:

Itinerant Inspector Resident Inspector None

5. Name and address of Cognizant Government Inspection Agency:

6. Is a current copy of your Quality Manual available to MSI upon request? Yes No

Section III – Special Processes

List all Special Processes performed at this location: (include additional sheets is necessary)

Special Process	To Mil-Std?

Section IV – Quality Control System Elements

1. INSPECTION

- | | Yes | No |
|---|--------------------------|--------------------------|
| a. Is a check list used by Receiving Inspection indicating the degree and extent of inspection for incoming material? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are statistical Quality Assurance procedures employed for items not 100% inspected? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. If statistical sampling is employed, what Military Specification is employed?
_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are inspections performed on all work received for vendors? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Is objective evidence of receiving inspection results maintained on file? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Are procedures established to certify personnel and/or equipment for special processes as may be required contractually? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Are nonconforming materials removed from the production areas and permanently identified or destroyed to preclude further usage? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Are acceptable parts and materials positively identified? | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Are inspectors issued controlled inspection stamps? | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Are procedures for in-plant corrective action written and operative? | <input type="checkbox"/> | <input type="checkbox"/> |
| k. Are procedures for supplier's corrective action written and operative? | <input type="checkbox"/> | <input type="checkbox"/> |

2. INSPECTION RECORDS

- | | | |
|---|--------------------------|--------------------------|
| a. Are inspection acceptance records maintained which display identification of the item, quality of units, identification of inspector, quantity of units accepted/rejected? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Will records be kept on file for the duration contractually required | <input type="checkbox"/> | <input type="checkbox"/> |

3. MATERIAL CONTROL

- | | | |
|--|--------------------------|--------------------------|
| a. Is each piece, batch, lot or group of raw material identified by, or traceable to: kind of material, type, condition, source of supply, heat number and lot number? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is type and condition of material verified upon receipt and /or issuance? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are material analysis and process verification performed at your facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are certifications, analyses and verification of test results traceable to specific lots of batches of material? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Is purchased material identified by stamp, tag or color code to show inspection status? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Are time sensitive or age control materials properly identified and stored? | <input type="checkbox"/> | <input type="checkbox"/> |

Section IV – Quality Control System Elements *(Continued)*

4. MEASURING AND TEST EQUIPMENT

- a. Are procedures in affect which describe the method and frequency of calibration of measuring and test equipment to master stages or standards?
- b. Are records maintained on periodic re-calibration?
- c. Is measuring and test equipment marked to designate certification and to indicate date next calibration is due?
- d. Are calibrations performed within your facility?
- e. If yes, are master gages and standards
(1) traceable to National Bureau of Standards?
(2) periodically certified as to accuracy?
- f. If no, are certifications on file indicating:
(1) name of company performing calibration?
(2) equipment used for calibration?
(3) traceability of equipment used for calibration to National Bureau of Standards?
- g. Is equipment stored so as to prevent damage or loss of calibration when not in use?

5. PROCUREMENT CONTROL

- a. Are quality capabilities of sources evaluated prior to procurement?
- b. Are applicable drawings and specifications referenced or included on purchase orders to lower-tier sources
- c. Do Quality Assurance personnel review purchase orders to assure the incorporation of quality requirements?
- d. Are certified test reports and /or certifications of conformance obtained on purchased materials?

6. INSPECTION STATUS

- a. Are parts and assemblies identified to indicate the extent of in-process inspection status?
- b. Does material accepted show evidence of final inspection acceptance?

7. PACKAGING/SHIPPING

- a. Are parts and assemblies identified to indicate the extent of in-process inspection status?
- b. Is packaging and marking monitored by inspection?

