

SPIROLOX[®] Inc.

29 Cassens Ct.
Fenton, MO 63026
(636) 343-5885
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VENDOR QUALITY SURVEY of

(Company Name)

Survey Completed By: _____ Date: _____

Survey Approved By: _____ Date: _____

- _____ Spirolox Use Only:
Vendor Rating __%
- Approved
 - Not Approved
 - Conditional Approval

VENDOR QUALITY SURVEY

FACILITY DATA

Supplier Name:		Telephone:	Fax:
Street	City	State	Zip
Number of Employees	Total:	Quality:	Engineering: Production:
Years in Business:	Major Customers:		
Major Product Lines:			
Union (y/n):	Contract Expiration Date:		Last Strike:
Parent Company:			

SUPPLIER PERSONNEL

President:		CEO:	
Department Heads			
Sales: Email:		Operations Manager: Email:	
Accounting: Email:		Purchasing: Email:	
Engineering: Email:		Manufacturing: Email:	
Quality Control/Assurance: Email:		Q.C. Second in Charge: Email:	
Reports To:		Title:	

MANUFACTURING CAPABILITIES CHECK (√)

Flat Wire*	Painting		
Plating / Coating*	Lathe		
Inspection*	Grinding		
Heat Treating	Boring		
Tumble Deburr	Bar Stock		
Milling	Honing		
Pressing	Stamping		
Welding	Lubricants		
Electro-Discharge Machining	Other:		
* See Page 2			

VENDOR QUALITY SURVEY

Plating / Coating		Specifications	List Other Specifications	
Cadmium		QQ-P-416		
		AMS-2400		
Black Oxide		MIL-C-13924		
Phosphate		MIL-P-16232		
Zinc		ASTM-B633		
Passivation		AMS 2700		
Other:				

Testing		Specifications	List Other Specifications	
Physical Analysis-Metal				
Tensile				
Hardness				
Chemical				
Magnetic Particle Inspection		MIL-I-6868		
Fluorescent Penetrate Insp		MIL-I-6866		
Salt Spray				

Flat Wire*		Specifications	List Other Specifications	
Carbon Spring Steel		SAE 1070-1090		
Stainless Steel		SAE 30302		
Stainless Steel		AMS-7330		
Stainless Steel		MIL-S-5059		
Stainless Steel		AMS 5688		
Stainless Steel		AMS A313		
A286 Alloy		AMS 5525		
17-7PH Stainless		AMS 5529		
Beryllium Copper		ASTM-B194-81		
		AMS-4530		
		QQ-C-533		
		MIL-C-947		

Quality System Certification(s):

(if registered by a 3rd party for ISO/AS/QS/TS16949, NADCAP or other industry standard then skip the following sections "A" thru "I". copies of certifications must be sent to Spirolox.

Yes	No	N/A	Comments	VENDOR QUALITY SURVEY			
				Section A - General			
				1. Is the Quality Assurance Dept. adequately organized and staffed to exercise its responsibilities?			
				2. Is a Quality Assurance manual or similar set of procedures available and utilized?			
				3. Is there an established set of workmanship standards available and utilized?			
				4. Are adequate material handling and protection techniques practiced throughout all activities?			
				5. Is there an established industrial safety program in effect?			
				6. Is there an established housekeeping program in effect?			
				7. Is there a system in place to provide for statistical process control & capability studies?			
				8. Is there an expert available to perform these studies?			
				9. Are you currently using statistical process control in you operations?			
				10. Do you have a long-term quality improvement program? (attach copy)			
Section B – Vendor Quality Surveillance							
				1. Are there adequate procedures in use to define vendor quality surveillance requirements?			
				2. Are vendor capabilities evaluated and documented prior to placing orders?			
				3. Is vendor performance history information utilized in vendor selection?			
				4. Are purchase orders reviewed & approved by QA for all applicable quality requirements?			
				5. Are purchase orders reviewed for the approval status of the intended vendor?			
				6. Is source inspection performed when necessary to assure the quality level of the purchase material?			
Section C – Inspection of Incoming Material							
				1. Are there adequate procedures in use to define incoming material inspection activities?			
				2. Is the incoming inspection area sufficiently protected to prevent unauthorized removal of material?			
				3. Are inspection and test equipment adequate for the type of incoming inspection performed?			
				4. Are there provisions for 100% and/or approved sampling plan inspection to drawing and specifications?			
				5. Are copies of PO, drawings, and specs available for use in performing incoming inspections?			
				6. Are written instructions used for incoming inspections of specific items?			
				7. Is raw material properly identified and traceable to original certifications?			
				8. Is the degree of incoming inspection based on past performance and history?			
				9. Is non-conforming material properly identified and segregated to prevent unauthorized use?			
				10. Are corrective action reports initiated when non-conforming material is discovered?			
Section D – Stock Control							
				1. Is there an adequate procedure in place for stock control?			
				2. Are materials handled and stored in such a manner as to prevent damage?			
				3. Is the stock area sufficiently restricted so as to prevent unauthorized withdrawal of materials?			
				4. Do materials in the stock area reflect proper identification and inspection status?			
				5. Are storage facilities adequate for the type of materials stored?			
				6. Are the materials stored so as to facilitate first-in first-out issuance?			
				7. Are records maintained showing to what job contract or customer materials are issued?			

Yes	No	N/A	Comments	VENDOR QUALITY SURVEY			
				Section D – Stock Control continued			
				8. Is raw material identifiable to original certifications?			
				9. Is identification maintained by both “cut-off” and remaining stock raw materials?			
				10. Is material having service life properly dated, stored, and rotated in stock for control of shelf life?			
				11. Are corrosive, toxic, or flammable materials properly stored and segregated?			
				12. Are obsolete items purged from the stock area periodically?			
Section E – In Process Inspection							
				1. Are production facilities adequate for the type of fabrication being performed?			
				2. Are written instructions used for sequence and control of in-process operations?			
				3. Do in-process documents reflect drawings and/or specification requirements and change levels?			
				4. Are inspection points adequately specified and sequenced on in-process documents?			
				5. Are written procedures used in addition to drawings and specifications for in-process inspection?			
				6. Is adequate inspection and test equipment available for in-process inspections?			
				7. Is first piece inspection approval required prior to full production runs?			
Section F – Final Test and Acceptance							
				1. Are written test procedures used which define required inspection and test?			
				2. Does Quality review and approve test procedures for compatibility with specification requirements.			
				3. Does the test procedure specify inspection/test equipment to be used?			
				4. Is available inspection/test equipment adequate for the type of testing required?			
				5. Are inspection/test data sheets used to record results?			
				6. Are inspection/test data sheets retained? If yes, how long? _____ Years.			
Section G – Document Control							
				1. Does the system assure availability of correct revision level of “Prints, processes, etc. “ at the pint of use?			
				2. Does the system assure removal of all obsolete prints, processes, etc, to prevent their use?			
				3. Does Quality Assurance participate in the approval of drawings, specifications and changes thereto?			
				4. Does the system assure customer participation in the approval cycle when required?			
				5. Does the system provide for controlled recording of all changes, revision, etc.?			
				6. Are adequate records of inspection and tests maintained and controlled by the Quality Assurance?			
Section H – Non-Conforming Material Control							
				1. Is there adequate procedure in use for the control of non-conforming material?			
				2. Is there a standard form used to document \non-conforming material/corrective action processing?			
				3. Are adequate records of actions maintained?			
				4. Is non-conforming material identified in such a manner as to prevent its use?			
				5. Is non-conforming material adequately controlled and isolated to prevent use?			
				6. Are there procedures and provisions for convening a material review board when required?			
				7. Is there a follow-up system to assure expedient response to corrective action requested?			

