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Supplier Quality Survey

Survey Date: \_\_\_/\_\_\_/\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Management Representatives:

Quality Assurance \_\_\_\_\_ Reports To \_\_\_\_\_

Production \_\_\_\_\_ Sales \_\_\_\_\_

Engineering \_\_\_\_\_ President \_\_\_\_\_

Business Information:

( ) Corporation ( ) Public ( ) Private ( ) Partnership

Business Type: ( ) Manufacturer ( ) Distributor ( ) Value-Added Distributor ( ) Design ( ) Special Processes

Total years in Business \_\_\_\_\_ Years at current location \_\_\_\_\_ Square footage \_\_\_\_\_

Top 5 Customers

Quality STD qualified to

Blank lines for listing top 5 customers and quality standards.

Employees

Total Number of Employees \_\_\_\_\_; Quality \_\_\_\_\_; Engineering \_\_\_\_\_; Sales \_\_\_\_\_; Manufacturing \_\_\_\_\_;

Number of shifts \_\_\_\_\_; Hrs per shift \_\_\_\_\_; Days per week \_\_\_\_\_

If the Quality System is ISO or AS registered, please sign below and return survey with a copy of your registration certificate; completion of sections 1 – 13 is not required.

Supplier Quality Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



Please answer yes, no or N/A to the questions in sections 1 – 11.

**1.0 Management & Quality Control**

- .1 Is there a Quality Control organization? \_\_\_\_\_
- .2 Does a Quality Manual Exist? \_\_\_\_\_ Revision Level \_\_\_\_\_
- .3 Is the Quality Manual approved by top management? \_\_\_\_\_
- .4 Does your system comply with?
  - .4.1. ISO 9001:2000 \_\_\_\_\_
  - .4.2. AS9100 \_\_\_\_\_
  - .4.3. Other \_\_\_\_\_
- .5 Is there an organizational chart that clearly defines the quality function and responsibility?  
\_\_\_\_\_ (please attach copy)
- .6 Are there written quality procedures in place? \_\_\_\_\_
- .7 Will your company provide right of access to InterConnect Wiring, our customers and regulatory authorities? \_\_\_\_\_

**2.0 Design and Document Control**

- .1 Are there written design review procedures? \_\_\_\_\_
- .2 Are critical characteristics designated? \_\_\_\_\_
- .3 Is manufacturability analysis performed? \_\_\_\_\_
- .4 Is there drawing and specification control? \_\_\_\_\_
- .5 Are there written document control procedures? \_\_\_\_\_
- .6 Are all obsolete documents removed from the work areas? \_\_\_\_\_

**3.0 Statistical Quality Control**

- .1 Is a sampling plan used? \_\_\_\_\_ If so, which one? \_\_\_\_\_
- .2 Are control charts used? \_\_\_\_\_
- .3 Is an evaluation of this data performed? \_\_\_\_\_
- .4 How is this evaluation documented? \_\_\_\_\_
- .5 Have all employees been trained in their use? \_\_\_\_\_

**4.0 Process Controls**

- .1 Are process controls used? \_\_\_\_\_
- .2 Are written work instructions used? \_\_\_\_\_
- .3 Are manufacturing personnel trained in the process? \_\_\_\_\_
- .4 Are environmental controls used? \_\_\_\_\_



**5.0 Inspection and Test**

- .1 Are there specific inspection points and are they indicated by means of a stamp, tag, and route card or move ticket? \_\_\_\_\_
- .2 If stamps are used, is a stamp log maintained? \_\_\_\_\_
- .3 Are there written manufacturing instructions? \_\_\_\_\_
- .4 Are there written inspections/instructions? \_\_\_\_\_
- .5 Is training of inspectors provided? \_\_\_\_\_

**6.0 Inspection Measurement and Test Equipment**

- .1 Is there a calibration control plan? \_\_\_\_\_
- .2 Are there written calibration procedures? \_\_\_\_\_
- .3 Does the calibration system comply with ISO 10012:2003? \_\_\_\_\_
- .4 Or ANSI/ASQC M1-1996? \_\_\_\_\_
- .5 Is calibration done at your facility? \_\_\_\_\_
- .5.1. If not list calibration house(s) used: \_\_\_\_\_
- .6 Do you keep calibration records on file? \_\_\_\_\_
- .7 Is adequate inspection and test equipment provided and maintained? \_\_\_\_\_
- .8 Do calibration labels indicate control number, date calibrated, due date and identification of calibration source? \_\_\_\_\_

**7.0 Handling, Storage, Packaging and Delivery**

- .1 Are there handling methods and equipment to ensure that the quality of the product is maintained and that damage, deterioration, loss and substitution are prevented? \_\_\_\_\_
- .2 Is accompanying paperwork identified with lot number, purchase order number and traceability? \_\_\_\_\_
- .3 Are material shelf life procedures used? \_\_\_\_\_
- .4 Are there special procedures when needed? \_\_\_\_\_
- .5 Are there packaging instructions available? \_\_\_\_\_
- .6 Are there controls on delivery requirements? \_\_\_\_\_

**8.0 Supplier and Purchased Material Control**

- .1 Is there a supplier selection / rating system? \_\_\_\_\_
- .2 Are there written procedures for the control of purchased materials? \_\_\_\_\_
- .3 Is incoming inspection and test performed? \_\_\_\_\_
- .4 Is there a program for supplier surveillance? \_\_\_\_\_
- .5 Is incoming inspection documented? \_\_\_\_\_



- .6 Does receiving inspection verify all incoming product against purchase order requirements?  
\_\_\_\_\_
- .7 Are certifications/test reports required from suppliers? \_\_\_\_\_
- .8 Are quality performance records maintained for suppliers? \_\_\_\_\_
- .9 Is there a recall system for notification and recall of parts found to be non-conforming?  
\_\_\_\_\_

**9.0 Control of Nonconforming Product**

- .1 Is material that does not meet all drawing and specification requirements removed from other material? \_\_\_\_\_
- .2 Is nonconforming material identified? \_\_\_\_\_
- .3 Is approval to use or rework nonconforming material obtained from a customer representative?  
\_\_\_\_\_

**10.0 Corrective Action, Feedback and Product Improvement**

- .1 Is there a written corrective action procedure? \_\_\_\_\_
- .2 Is action taken to correct conditions which have resulted in the shipment of a product that does not meet requirements? \_\_\_\_\_
- .3 Does this action apply to both in-house and purchased discrepant material? \_\_\_\_\_
- .4 Are root causes determined and documented? \_\_\_\_\_
- .5 Is there a follow up system established? \_\_\_\_\_
- .6 Is there data and trend analysis? \_\_\_\_\_
- .7 Is scrap and rework analysis performed & documented? \_\_\_\_\_
- .8 Is customer feedback used? \_\_\_\_\_
- .9 Are there programs for product improvement? \_\_\_\_\_

**11.0 Control of Records**

- .1 Are records of inspection and test maintained on file? \_\_\_\_\_
  - .1.1. If yes, how long are records kept? \_\_\_\_\_
- .2 Do these records indicate the actual measurement and/or test results, part number accepted, rejected and who performed the inspection or test? \_\_\_\_\_ Does this action apply to both in-house and purchased discrepant material? \_\_\_\_\_

**12.0 Additional Comments**

- .1 If you answered “no” to any of the above questions, please explain below:  
\_\_\_\_\_




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**13.0 Survey Completed by**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***For InterConnect use only***

Quality Assurance Status:

Approved \_\_\_\_\_ Conditionally Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

General Comments:

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Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_