CAPPS MANUFACTURING
SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

SUPPLIER:_____

ADDRESS:_____

CITY:_____**STATE:**_____**ZIP:**_____

PHONE:_____**FAX:**_____**E-MAIL:**_____

KEY PERSONNEL:

1._____**TITLE:**_____

2._____**TITLE:**_____

3._____**TITLE:**_____

TOTAL NO. EMPLOYEES:_____**MFG.**_____**QUALITY:**_____

COMMODITY:_____

TYPE OF CO.: MFG.:_____ **DISTRIBUTOR:**_____ **SERVICE:**_____

MAJOR CUSTOMERS: (1)_____**(2)**_____**(3)**_____

ISO, QS, AS OR D19000 CERTIFIED YES___ **NO**____

COMMENTS:_____

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1.0 GENERAL

1.1 Is the company quality policy documented and signed by top management? Yes_____ No_____ N/A_____

1.2 Is there an organizational chart showing the relationship and responsibilities of quality and manufacturing to top management?
Yes_____ No_____ N/A_____

1.3 Do personnel have the organizational freedom and authority to prevent further processing of non-conforming product?
Yes_____ No_____ N/A_____

1.4 Have personnel who manage, perform and/or verify work affecting quality been identified? Yes_____ No_____ N/A_____

1.5 Does the company have a Quality System Manual?
Yes_____ No_____ N/A_____

1.6 To whom does the Quality Assurance Manager report?
_____

2.0 QUALITY SYSTEM

2.1 Does the quality system cover the eighteen elements listed from 2.2 through 2.19 below?

2.2 MANAGEMENT RESPONSIBILITY
Yes_____ No_____ N/A_____

(a) Is there a designated management representative responsible for the development, implementation and maintenance of the quality system? Yes_____ No_____ N/A_____

(b) Does management periodically review the quality system to ensure its continuing suitability & effectiveness?
Yes_____ No_____ N/A_____

2.3 QUALITY SYSTEM
Yes_____ No_____ N/A_____

(a) Are there written procedures for each of the elements of the quality system? Yes_____ No_____ N/A_____

2.4 CONTRACT REVIEW
Yes_____ No_____ N/A_____

(a) Are contracts reviewed to ensure compliance with customer requirements? Yes_____ No_____ N/A_____

2.5 DOCUMENT & DATA CONTROL
Yes_____ No_____ N/A_____

(a) Are controlled documents reviewed and approved prior to use?
Yes_____ No_____ N/A_____

2.6 PURCHASING
Yes_____ No_____ N/A_____

(a) Are purchasing documents reviewed and approved prior to release?
Yes_____ No_____ N/A_____

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(b) Is there a system in place to ensure that incoming products meet specified requirements?Yes_____ No_____ N/A_____

2.7 CONTROL OF CUSTOMER-SUPPLIED PRODUCT

Yes_____ No_____ N/A_____

(a) Is there a system in place to ensure verification, storage and maintenance of customer-supplied products?

Yes_____ No_____ N/A_____

2.8 PRODUCT INDENTIFICATION AND TRACEABILITY

Yes_____ No_____ N/A_____

(a) Is product identified during all stages of production, processing and delivery? Yes_____ No_____ N/A_____

2.9 PROCESS CONTROL

Yes_____ No_____ N/A_____

(a) Are parts accompanied with proper documentation during process sequence of operations? Yes_____No_____ N/A_____

2.10 INSPECTION AND TESTING

Yes_____ No_____ N/A_____

(a) Is incoming product inspected or otherwise verified as conforming to specified requirements prior to releasing or processing?

Yes_____ No_____ N/A_____

(b) Is in-process inspection carried out at designated operations & complete prior to further processing?

Yes_____ No_____ N/A_____

2.11 CONTROL OF INSPECTION,MEASURING & TEST EQUIPMENT

Yes_____ No_____ N/A_____

(a) Does the supplier maintain as a minimum a calibration system in accordance with ANSI/NCSL Z540-1, ISO10012 or equivalent?

Yes_____ No_____ N/A_____

(b) Are all measuring devices uniquely identified to allow calibration record traceability?

Yes_____ No_____ N/A_____

2.12 INSPECTION AND TEST RESULTS

Yes_____ No_____ N/A_____

(a) Is the identification of inspection status maintained throughout receiving, manufacturing, storage and delivery?

Yes_____ No_____ N/A_____

2.13 CONTROL OF NON-CONFORMING PRODUCT

Yes_____ No_____ N/A_____

(a) Is all non-conforming product properly identified and segregated to prevent it's use? Yes_____No_____ N/A_____

2.14 CORRECTIVE AND PREVENTIVE ACTION

Yes_____ No_____ N/A_____

(a) Is corrective action verified and followed-up to ensure its compliance and effectiveness? Yes_____ No_____N/A_____

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2.15 HANDLING,STORAGE,PACKING,PRESERVATION&DELIVERY

Yes_____ No_____ N/A_____

(a) Are products handled in ways that prevent damage?

Yes_____ No_____ N/A_____

(b) Are the packing, preservation and marking process controlled?

Yes_____ No_____ N/A_____

2.16 CONTROL OF QUALITY RECORDS

Yes_____ No_____ N/A_____

(a) Are quality records generated and maintained?

Yes_____ No_____ N/A_____

(b) How long are records maintained?_____

2.17 INTERNAL QUALITY AUDITS

Yes_____ No_____ N/A_____

(a) Do internal audits verify compliance and effectiveness of the quality system? Yes_____ No_____ N/A_____

2.18 TRAINING

Yes_____ No_____ N/A_____

(a) Is training being documented?

Yes_____ No_____ N/A_____

2.19 STATISTICAL TECHNIQUES

Yes_____ No_____ N/A_____

(a) Have key processes been identified & are their capabilities known?

Yes_____ No_____ N/A_____

Please return this survey to:
Capps Manufacturing
Attn.: Quality Assurance
2121 So. Edwards
Wichita, KS 67213
Fax: 316-942-6771
Ph: 316-942-9351

APPROVED:

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CAPPS MANUFACTURING
QUALITY ASSURANCE MGR.