



## Supplier Survey for Calibration Conformance

**Kaydon Purchasing Department**  
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Please complete this form to be considered as a Calibration supplier for Kaydon Bearings Division. Please provide as much information as possible, so that we can make the best regarding your company's services.

Press <Tab> to move forward between fields, or place the cursor in the field. All fields are accompanied by instructions. Simply press <F1> to view details about the requested information. When done, please return this form to Kaydon by fax or email.

### A. SUPPLIER INFORMATION

<b>Company:</b> <u>          Your Company Name Here          </u>	<b>Parent Company:</b> _____
<b>Street:</b> _____	<b>City:</b> _____
<b>State:</b> _____	<b>Postal Code:</b> _____
<b>Country:</b> <u>          USA          </u>	<b>Phone:</b> _____

We have completed the Supplier Form (2-0047-000-001)

Kaydon Bearings Division controls all monitoring and measuring devices used in the manufacture of our products. All equipment is verified against national or internationally recognized standards. Suppliers that do not meet our certification requirements are asked to provide the information below.

### B. CALIBRATION CONFORMANCE INFORMATION FOR YOUR COMPANY NAME HERE

	Organization & Management	Yes	No	N/A	Comments
1.	Managerial is staff assigned to the calibration lab				
2.	Calibration personnel have defined authorities and responsibilities				
	Quality System, Audit & Review	Yes	No	N/A	Comments
3.	The following documentation exists:				
a.	Organization charts				
b.	Procedures for document control				
c.	Job descriptions for all calibration lab personnel				
d.	Written procedures describing traceability measures				
e.	Work order review procedures				
f.	Written calibration procedures describing traceability measures				
g.	Corrective action procedures				
h.	Random calibration lab audit procedures				
	Personnel	Yes	No	N/A	Comments
4.	Personnel are adequately trained to perform calibrations				
5.	Personnel training is documented				
	Accommodation & Environment	Yes	No	N/A	Comments
6.	The environment of the calibration lab is monitored; please detail in Comments				
7.	Procedures define access to the calibration lab				
8.	Procedures define good housekeeping practices in the calibration lab				



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B. CALIBRATION CONFORMANCE INFORMATION FOR YOUR COMPANY NAME HERE					
	Equipment and Reference Materials & Standards	Yes	No	N/A	Comments
9.	We have maintenance procedures for the measuring equipment				
10.	We have procedures that define how calibration equipment status is defined				
11.	We have a system for maintaining records of machine calibrations. Please detail what information is contained in the records in the Comments.				
12.	Records are maintained with reference to Section 5.8 of MIL-STD-45662				
a.	Adequate records of Kaydon inspections and tests are kept on file				
b.	These records are available to Kaydon on request				
13.	Current applicable specifications are on hand for calibration				
14.	Calibration procedures are in accordance with all applicable standards				
15.	Certified calibration of instruments and gages is traceable to the National Bureau of Standards				
16.	Internal procedures or surveys are used to evaluate the adequacy of the calibration system				
	Calibration & Test Methods	Yes	No	N/A	Comments
17.	We have procedures for all calibrations performed in the calibration lab				
18.	Sampling plans are defined when such procedures are used				
19.	Checks are in place for manual calibrations performed as part of measurement results preparation				
20.	Procedures regulate when computers can be used for calibration				
21.	Procedures regulate which computers to use for calibration				
	Records	Yes	No	N/A	Comments
22.	The following information is retained for laboratory records:				
a.	Original data and calculations				
b.	Calibration records				
c.	Copy of calibration certificates				
d.	Personnel involved				
e.	Procedure used				
23.	All pertinent data from tests and calibrations is recorded				
24.	We have procedures for test records storage				



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B. CALIBRATION CONFORMANCE INFORMATION FOR YOUR COMPANY NAME HERE					
	Certificates and Reports	Yes	No	N/A	Comments
25.	Procedures exist for filling out measurement and calibration test reports accurately, clearly, unambiguously, and objectively				
26.	Procedures exist for notifying clients of possible errors in tests or calibrations performed				
27.	Procedures define the proper use of electronic or electromagnetic means for transmitting test or calibration results				
28.	The following information is recorded on certificates and reports:				
a.	The title "Calibration Certificate" or "Test Report"				
b.	Name and address of the test lab				
c.	Unique identification of report number				
d.	Name and address of client, where appropriate				
e.	Description of item measured				
f.	Condition of item				
g.	Date of receipt and date of test of item				
h.	Identification of test method used				
i.	Reference to sampling method, where relevant				
j.	Any deviation from any standard test method				
k.	Measurements, examinations, and derived results				
l.	Statement of estimated calibration uncertainty				
m.	Signature and title of person accepting responsibility for content of certificate or report				
n.	A statement that results relate only to item calibrated or tested, where relevant				
o.	Identification of any sub-contracting service used, where relevant				
Sub-Contracting of Calibration or Testing		Yes	No	N/A	Comments
29.	We have a documented process for approving calibration lab sub-contractors				
30.	Records are maintained on sub-contracting services				
31.	Sub-contractors are audited on a regular basis				
Outside Support Services and Supplies		Yes	No	N/A	Comments
32.	We have documented records for the outside supplier approval process				
33.	We have a list of approved outside service providers				



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### B. CALIBRATION CONFORMANCE INFORMATION FOR YOUR COMPANY NAME HERE

	Complaints	Yes	No	N/A	Comments
34.	We have documented policies and procedures for handling customer complaints				
35.	We have audit procedures that can be followed, should a complaint be issued that questions the quality of the calibration lab measurements				

### C. ADDITIONAL INFORMATION

Please provide any additional information that you would like us to know.