



Supplier Survey for Distributors

Kaydon Purchasing Department
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Please complete this form to be considered as a Distributor supplier for Kaydon Bearings Division. Please provide as much information as possible, so that we can make the best determination 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					
Company: <u> Your Company Name Here </u>		Parent Company: _____			
Street: _____		City: _____			
State: _____		Postal Code: _____			
Country: <u> USA </u>		Phone: _____			
<input type="checkbox"/> We have completed the Supplier Form (2-0047-000-001)					
	General	Yes	No	N/A	Comments
1.	Customer purchase orders are reviewed for quality requirements and specifications				
2.	Test reports and raw material certifications are kept on file				
3.	Test reports and raw material certifications are available, if requested by customer				
	In the Comments field, please advise how long these records are retained				
	Inspection of Incoming Material	Yes	No	N/A	Comments
4.	Incoming inspection is performed				
5.	Copies of specifications and purchase orders are available for use when performing incoming inspections				
6.	Raw material is identified and traceable to original certificates				
	Stock Control	Yes	No	N/A	Comments
7.	Materials are handled and stored so as to prevent damage				
8.	The stock area is sufficiently restricted to prevent unauthorized withdrawal of material				
9.	Stored materials are properly identified, including their inspection status				
10.	Materials are stored to facilitate first-in / first-out issuance				
11.	Identification of raw materials is maintained so that if a portion is cut off, the remaining raw material can be identified and returned to stock				
12.	Materials with a shelf-life are properly dated, stored, and rotated in stock for control of shelf-life				



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B. ADDITIONAL INFORMATION

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