



Supplier Survey for Manufacturing

Kaydon Purchasing Department
 2860 McCracken Street
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Please complete this form to be considered as a Heat Treat 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

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

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

Heat Treat suppliers may be asked to complete certain parts of this form, even if they have the required certifications.

B. MANUFACTURING CAPABILITIES

Check all that apply

<input type="checkbox"/> Bar Stock	<input type="checkbox"/> Painting*	<input type="checkbox"/> Stamped/Soldered Brass Separator
<input type="checkbox"/> Balls	<input type="checkbox"/> Peening/Sand/Shot Blast	<input type="checkbox"/> Stamping/Coining
<input type="checkbox"/> C.D. Wire/Wire Rod	<input type="checkbox"/> Phenolic & Rubber Seals	<input type="checkbox"/> Stampings
<input type="checkbox"/> C.R. Strip Stock	<input type="checkbox"/> Phenolic Separators	<input type="checkbox"/> Testing*
<input type="checkbox"/> Cast/Machined Alum Plate	<input type="checkbox"/> Plate – Flame Cut	<input type="checkbox"/> Thinshell Stamping
<input type="checkbox"/> Cent Cast Bronze/Brass	<input type="checkbox"/> Plating*	<input type="checkbox"/> Trepanning
<input type="checkbox"/> Chemical Milling	<input type="checkbox"/> Powdered Metal	<input type="checkbox"/> Welding
<input type="checkbox"/> Closed Die Forgings	<input type="checkbox"/> Rivets/Pins/Fasteners	<input type="checkbox"/> Welding Rings
<input type="checkbox"/> Dynamic Balancing	<input type="checkbox"/> Rolled Ring Forgings	<input type="checkbox"/> Wire Drawing
<input type="checkbox"/> Flash Butt Welding Rings	<input type="checkbox"/> Rollers	<input type="checkbox"/> Wire Separators
<input type="checkbox"/> Gear Cutting/Grinding	<input type="checkbox"/> Rubber/Plastic Seal Strip	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Heat Treating*	<input type="checkbox"/> Sand Casting Bronze/Brass	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Lubricants	<input type="checkbox"/> Sand Casting Iron/Steel	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Machining – All Types	<input type="checkbox"/> Seamless Tubing	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Molded Plastic	<input type="checkbox"/> Shims	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Molded Rubber	<input type="checkbox"/> Spinning	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Open Die Hammer Forgings	<input type="checkbox"/> Springs	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Packaging	<input type="checkbox"/> Stainless Wire Shapes	<input type="checkbox"/> Other: _____

*Please Complete Section C (Next Page)



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C. SPECIFICATION CAPABILITIES

Check all that apply

Plating / Dry Film	Specifications	List Other Specifications
Anodize	<input type="checkbox"/> MIL-A-8625	<input type="checkbox"/>
Black Oxide	<input type="checkbox"/> MIL-C-13924	<input type="checkbox"/>
Cadmium	<input type="checkbox"/> QQ-P-416	<input type="checkbox"/>
Cadmium Brush	<input type="checkbox"/> MIL-STD-865	<input type="checkbox"/>
Cadmium Vacuum	<input type="checkbox"/> MIL-C-8837	<input type="checkbox"/>
Chrome	<input type="checkbox"/> QQ-C-320	<input type="checkbox"/>
Copper	<input type="checkbox"/> MIL-C-14550	<input type="checkbox"/>
Lubricant	<input type="checkbox"/>	<input type="checkbox"/>
Dry Film	<input type="checkbox"/>	<input type="checkbox"/>
Teflon	<input type="checkbox"/>	<input type="checkbox"/>
Nickel	<input type="checkbox"/> QQ-N-290	<input type="checkbox"/>
Nickel – Electroless	<input type="checkbox"/> MIL-C-26074	<input type="checkbox"/>
Passivation	<input type="checkbox"/> QQ-P-35	<input type="checkbox"/>
Phosphate	<input type="checkbox"/> MIL-P-16232	<input type="checkbox"/>
Silver	<input type="checkbox"/> QQ-S-365	<input type="checkbox"/>
Zinc	<input type="checkbox"/> ASTM-B-633	<input type="checkbox"/>
Testing	Specifications	List Other Specifications
Eddy Current	<input type="checkbox"/>	<input type="checkbox"/>
Humidity	<input type="checkbox"/>	<input type="checkbox"/>
Metalographic	<input type="checkbox"/>	<input type="checkbox"/>
MPI	<input type="checkbox"/> MIL-STD-1949	<input type="checkbox"/>
Penetrant	<input type="checkbox"/> MIL-I-6866	<input type="checkbox"/>
Physical Analysis – Metal (Tensile, Hardness, Charpy, Etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Radiographic	<input type="checkbox"/> MIL-STD-453	<input type="checkbox"/>
Salt Spray	<input type="checkbox"/>	<input type="checkbox"/>
Spectrographic Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Ultrasonic	<input type="checkbox"/> MIL-I-8950	<input type="checkbox"/>
Wet Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Heat Treating	Specifications	List Other Specifications
Aluminum	<input type="checkbox"/> MIL-H-6088	<input type="checkbox"/>
Beryllium Copper	<input type="checkbox"/> MIL-H-7199	<input type="checkbox"/>
Carburizing	<input type="checkbox"/> MIL-H-6875	<input type="checkbox"/>
Magnesium	<input type="checkbox"/> MIL-H-6875	<input type="checkbox"/>
Nitriding	<input type="checkbox"/> MIL-STD-1878	<input type="checkbox"/>
Steel	<input type="checkbox"/> MIL-H-6875	<input type="checkbox"/>
Painting	Specifications	List Other Specifications
	<input type="checkbox"/> MIL-F-18264	<input type="checkbox"/>

Please Complete Heat Treat or Surface Treatment and Coatings Supplier Surveys, as applicable



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D. DETAILED COMPANY, PROCESS, AND FUNCTIONAL INFORMATION FOR YOUR COMPANY NAME HERE

	Quality System, Audit & Review	Yes	No	N/A	Comments
1.	The Quality Assurance department is adequately organized and staffed to perform its responsibilities				
2.	A Quality Manual or similar set of procedures is available and utilized.				
3.	an established set of workmanship standards is available and used by employees				
4.	Documented material handling and protection techniques are practiced throughout all activities				
5.	An established industrial safety program is in effect				
6.	An established housekeeping program is in effect				
7.	A system is in place for statistical process control and capability studies				
a.	An expert is available to perform these studies				
b.	Statistical process control is used in our operations				
8.	We have a long-term quality improvement program (If YES, please attach copy)				
9.	The following documentation exists:				
a.	Organization charts				
b.	Procedures for document control				
c.	Job descriptions for all manufacturing personnel				
d.	Written procedures describing traceability measures				
e.	Work order review procedures				
f.	Written procedures describing manufacturing tasks and processes				
g.	Corrective action procedures				
h.	Random manufacturing audit procedures				
	Vendor Quality Surveillance	Yes	No	N/A	Comments
10.	Documented procedures are use to define vendor quality surveillance requirements				
11.	Vendor capabilities are evaluated and documented prior to placing orders				
12.	Vendor history performance is utilized in vendor selection				
13.	Purchase orders are reviewed and approved by Quality Assurance for all applicable quality requirements				
14.	Purchase orders are reviewed for the approval status of the intended vendor				
15.	Source inspection is performed, when necessary, to assure quality level of purchased materials				



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D. DETAILED COMPANY, PROCESS, AND FUNCTIONAL INFORMATION FOR YOUR COMPANY NAME HERE

	Inspection of Incoming Material	Yes	No	N/A	Comments
16.	Documented procedures are used to define incoming material inspection requirements				
17.	The incoming inspection area is sufficiently protected to prevent unauthorized removal of material				
18.	The necessary inspection and test equipment is available and used to perform incoming inspection				
19.	Provisions are made for 100% and/or approved sampling plan inspection to drawing and specification requirements				
20.	Copies of purchase orders, drawings, and specifications are available for use when performing incoming requirements				
21.	Written instructions are used for incoming inspections of specific items				
22.	Raw material is identified and traceable to original certifications				
23.	The degree of incoming inspection is based on past performance and history				
24.	Nonconforming material is properly identified and segregated to prevent unauthorized use				
25.	Corrective action reports are initiated when nonconforming material is discovered				
	Stock Control	Yes	No	N/A	Comments
26.	Documented procedures are used for stock control				
27.	Materials are handled and stored so as to prevent damage				
28.	The stock area is sufficiently restricted so as to prevent unauthorized withdrawal of materials				
29.	Materials in the stock area reflect proper identification and inspection status				
30.	Storage facilities are adequate for the type of materials stored				
31.	Materials stored to facilitate first-in / first-out issuance				
32.	Records are maintained showing which materials were issued to job contracts or customers				
33.	Raw material is identifiable to original certifications				
34.	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				
35.	Materials with shelf- or service-life are properly dated, stored, and rotated in stock for control of shelf-life				



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36.	Corrosive, toxic, and flammable materials are properly stored and segregated				
37.	Obsolete items are periodically purged from the stock area				
	In-Process Inspection	Yes	No	N/A	Comments
38.	Production facilities are adequate for the type of fabrication being performed				
39.	Written instructions are used for sequence and control of in-process operations				
40.	In-process documents reflect drawings and/or specification requirements and change levels				
41.	Inspection points are adequately specified and sequenced on in-process documents				
42.	Written procedures, in addition to drawings and specifications are used for in-process inspections				
43.	Adequate inspection and test equipment is available for in-process inspection				
44.	First piece inspection approval is required prior to full production runs				
	Final Test and Acceptance	Yes	No	N/A	Comments
45.	Written test procedures that define required inspection and test are used				
46.	Quality reviews and approves test procedures for compatibility with specification requirements				
47.	Test procedures specify inspection/test equipment to be used				
48.	Inspection and test equipment is available and adequate for the type of testing required				
49.	Inspection/test data sheets are used to record results				
50.	Inspection/test data sheets retained? If yes, indicate how long (years) in comments.				
	Document Control	Yes	No	N/A	Comments
51.	A system is in place that assures availability of correct revision levels of "Prints, processes, etc." at the point of use				
52.	A system is in place that assures removal of all obsolete prints, processes, etc., to prevent their use				
53.	Quality Assurance participates in the approval of drawings, specifications and changes thereto				
54.	A system is in place to assure customer participation in the approval cycle, when required				
55.	A system is in place for controlled recording of all changes, revisions, etc. to documentation				
56.	Records of inspections and tests are maintained and controlled by Quality Assurance				



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	Nonconforming Material Control	Yes	No	N/A	Comments
57.	Documented procedures are used for the control of nonconforming material				
58.	A standard form is used to document nonconforming material/corrective action processing				
59.	Adequate records are maintained for corrective actions related to nonconforming material				
60.	Nonconforming material is identified in a manner that prevents its use				
61.	Nonconforming material is adequately controlled and isolated to prevent use				
62.	A material review board is convened, when required				
63.	A follow-up system is in place to assure expedient response to corrective actions				
64.	Corrective actions are verified for implementation and effectiveness of resolution				

E. ADDITIONAL INFORMATION FROM YOUR COMPANY NAME HERE

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