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P.O. Box 688 / Muskegon, MI 49443 / Phone (231) 755-3741 / Fax (231) 755-3740

# Surface Treatment and Coatings VENDOR SURVEY REPORT of

Company Name:

Survey Performed by                      Date

Reviewed by                                      Date

Survey Number

- Vendor:
- Approved
  - Not Approved
  - Conditional Approval

**VENDOR SURVEY REPORT**

QCF 45-48 Rev. Date: 05/14/2008

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**FACILITY DATA**

Supplier		Telephone	
Street	City	State	Zip
Number of Employees	Total	Quality	Production
Number of Plant Locations		Annual Sales \$	Years in Business
Major Customers			
Major Product Lines			
Union	Contract Expiration Date	Last Strike	
Parent Company			

Are You (Check):

<input type="checkbox"/> Small Disadvantaged Business Concern	Attach Copy of: (only if marked)	<input type="checkbox"/> Organizational Chart
<input type="checkbox"/> Larger Business Concern		<input type="checkbox"/> Capabilities Brochure
<input type="checkbox"/> In a Labor Surplus Area – Code Number		<input type="checkbox"/> Quality Improvement Program
<input type="checkbox"/> Small Business Concern		<input type="checkbox"/> Quality Manual
<input type="checkbox"/> Women-Owned Small Business Concern		<input type="checkbox"/> Latest Annual Report

(Kaydon to Obtain Copy of D & B)

**SUPPLIER PERSONNEL**

Chief Executive Officer	President
<b>Department Heads</b>	
Sales	Operational Mgr
Accounting	Purchasing
Engineering	Manufacturing
Quality Control/Assurance	Q.C. Second in Charge
Reports To	Title

**QUALITY SYSTEM ORGANIZED PER:**     MIL-Q-9858     MIL-I-45208     ISO 9000     Other

**Kaydon Corporation certification procedures require initial and periodic on-site review of process operations and procedures. This includes interviews with personnel directly associated with the process(es). With this understanding, the attached questionnaire has been completed and Kaydon Corporation is requested to consider the facility for certification as a source for the process(es) checked in paragraph 1.0.**

## SPECIAL PROCESS SURVEY SURFACE TREATMENT AND COATINGS

Please complete all blanks, use N/A if not applicable. Facility desires approval of the following process(es). Also note Whether specification is available.

1.0	<b>SPECIFICATIONS:</b>	<b>APPROVAL DESIRED</b>	<b>SPEC. AVAILABLE (NOTE REVISION)</b>
	MIL-A-8625 TYPE I		
	MIL-A-8625 TYPE II		
	MIL-A-8625 TYPE III		
	SS-8426		
	SS-8481		
	MIL-M-45202 HAE		
	MIL-M-45202 DOW 17		
	SS-8433		
	SS-8866		
	MIL-C-5541		
	SS-8486		
	MIL-M-3171 TYPE I		
	MIL-M-3171 TYPE II		
	MIL-M-3171 TYPE III		
	SS-8432		
	MIL-C-13924		
	QQ-P-35		
	SS-8435		
	DOD-P-16232 TYPE M		

1.0	<b>SPECIFICATIONS:</b>	<b>APPROVAL DESIRED</b>	<b>SPEC. AVAILABLE (NOTE REVISION)</b>
	MIL-P-16232		
	SS-8416		
	QQ-P-416		
	MIL-C-8837		
	SS-8413		

SS-8428

NAS 672

QQ-C-320

SS-8429

MIL-C-14550

QQ-N-290

AMS-2404

SS-8414

QQ-S-365

MIL-T-10727

MIL-P-23408

QQ-Z-325

## 2.0 EQUIPMENT

2.1 Forward a list of processing equipment.

2.2 Is equipment maintained in GOOD  FAIR  POOR  condition.

2.3 Describe maintenance procedures and frequency of maintenance.

2.4 Describe cleaning equipment (mech/chemical) available at your plant.

2.5 Note the following information on your stress relief equipment:

Oven make                      size                      circulation

Recorder/controller make                      heat source

Information on additional stress relief equipment

2.6 Are processing tanks identified?

### 3.0 CONTROLS

- 3.1 Are internal lab facilities and personnel available to adequately perform all required analysis and periodic test requirements?
- 3.2 If not, indicate analysis and/or tests which cannot be performed by your facility. (on those processes for which approval is desired)
- 3.3 List lab(s) performing tests indicated in paragraph 3.2
- 3.4 List available laboratory equipment
- 3.5 Are written analysis procedures available for applicable processes?
- 3.6 Are in-shop routing documents used which describe step by step procedures including stress relief and Inspection operations? (Forward a representative copy with this report)
- 3.7 Describe method used for routing parts if the above is not used.
- 3.8 Do documents on stress relieved parts (where applicable) indicate the following variables:
- | Part number                    | Customer | Quantity    | Date  |
|--------------------------------|----------|-------------|-------|
| Time parts reached temperature |          | Temperature | TOTAL |
| Time at temperature            |          |             |       |
- 3.9 How long are records (para. 3.8) retained?
- 3.10 How are solution corrections verified?
- 3.11 List inspection equipment available.
- 3.12 Are written procedures in effect which describe method and frequency of calibration of measuring and test equipment? (For example amp meters, volt meters, etc.)

3.13 That is the frequency of the following tests (if applicable):

Thickness

Adhesion

Film weight

Corrosion resistance

Humidity

Oxalic Acid

Gram size

Acidity and contamination of vapor degreaser

Solution tank temperature

Hardness tests

Embrittlement tests

3.13 Are temperature uniformity surveys conducted on stress relief equipment?

Frequency

3.14 Is temperature measuring system of the stress relief oven periodically calibrated?

3.16 Is the equipment used in paragraph 3.14 and 3.15 traceable to the National Bureau of Standards?