



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

Manufacturing VENDOR SURVEY REPORT of

Company Name:

Survey Performed by Date

Reviewed by Date

Survey Number

Vendor Rating %

- Vendor: Approved
 Not Approved
 Conditional Approval

VENDOR SURVEY REPORT

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:	<input type="checkbox"/> Organizational Chart
<input type="checkbox"/> Larger Business Concern	(only if marked)	<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
Department Heads	
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

MANUFACTURING CAPABILITIES CHECK (X)

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

*See Page 2

				VENDOR SURVEY REPORT
Yes	Marginal	No	Comments	
Section A – General				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the Quality Assurance Dept. adequately organized and staffed to exercise its responsibilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is a Quality Assurance manual or similar set of procedures available and utilized?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is there an established set of workmanship standards available and utilized?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are adequate material handling and protection techniques practiced throughout all activities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Is there an established industrial safety program in effect?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is there an established housekeeping program in effect?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is there a system in place to provide for statistical process control & capability studies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is there an expert available to perform these studies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are you currently using statistical process control in your operations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Do you have a long-term quality improvement program? (Attach copy)
Section B – Vendor Quality Surveillance				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there adequate procedures in use to define vendor quality surveillance requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are vendor capabilities evaluated and documented prior to placing orders?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is vendor performance history information utilized in vendor selection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are purchase orders reviewed & approved by Quality Assurance for all applicable quality requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are purchase orders reviewed for the approval status of the intended vendor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is source inspection performed when necessary to assure the quality level of the purchased material?
Section C – Inspection of Incoming Material				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are there adequate procedures in use to define incoming material inspection requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the incoming inspection area sufficiently protected to prevent unauthorized removal of material?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are inspection and test equipment adequate for the type of incoming inspection performed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are there provisions for 100% and/or approved sampling plan inspection to drawing and specification requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are copies of purchase orders, drawings, and specifications available for use in performing incoming requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are written instructions used for incoming inspections of specific items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is raw material properly identified and traceable to original certifications?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is the degree of incoming inspection based on past performance and history?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Is non-conforming material properly identified and segregated to prevent unauthorized use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are corrective action reports initiated when non-conforming material is discovered?
Section D – Stock Control				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is there an adequate procedure in place for stock control?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are materials handled and stored in such as manner as to prevent damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is the stock area sufficiently restricted so as to prevent unauthorized withdrawal of materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Do materials in the stock area reflect proper identification and inspection status?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are storage facilities adequate for the type of materials stored?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are the materials stored so as to facilitate first-in first-out issuance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are records maintained showing to what job contract or customer materials are issued?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is raw material identifiable to original certifications?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Is identification maintained by both "cut-off" and remaining stock raw materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Is material having service life properly dated, stored, and rotated in stock for control of shelf life?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Are corrosive, toxic, or flammable materials properly stored and segregated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Are obsolete items purged from the stock area periodically?

				VENDOR SURVEY REPORT
Yes	Marginal	No	Comments	Section E – In-Process Inspection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are production facilities adequate for the type of fabrication being performed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are written instructions used for sequence and control of in-process operations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do in-process documents reflect drawings and/or specification requirements and change levels?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are inspection points adequately specified and sequenced on in-process documents?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are written procedures used in addition to drawings and specifications of in-process inspections?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is adequate inspection and test equipment available for in-process inspection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is first piece inspection approval required prior to full production runs?
				Section F – Final Test and Acceptance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are written test procedures used which define required inspection and test?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does Quality review and approve test procedures for compatibility with specification requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does the test procedures specify inspection/test equipment to be used?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is available inspection/test equipment adequate for the type of testing required?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are inspection/test data sheets used to record results?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are inspection/test data sheets retained? If yes, how long? Years
				Section G – Document Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the system assure availability of correct revision level of "Prints, processes, etc." at the point of use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the system assure removal of all obsolete prints, processes, etc. to prevent their use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does Quality Assurance participate in the approval of drawings, specifications and changes thereto?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Does the system assure customer participation in the approval cycle when required?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the system provide for controlled recording of all changes, revision, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are adequate records of inspection and tests maintained and controlled by Quality Assurance?
				Section H – Non-Conforming Material Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is there adequate procedure in use for the control of non-conforming material?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is there a standard form used to document non-conforming material/corrective action processing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are adequate records of actions maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is non-conforming material identified in such a manner as to prevent its use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Is non-conforming material adequately controlled and isolated to prevent use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are there procedures and provisions for convening a material review board when required?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is there a follow-up system to assure expedient response to corrective action requested?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is effectiveness of resolution and implementation of corrective action verified?

VENDOR SURVEY REPORT

SPECIFICATION CAPABILITIES – CHECK (X)

Plating/Dry Film	Specifications		List Other Specifications
Cadmium	QQ-P-416	<input type="checkbox"/>	<input type="checkbox"/>
Cadmium Vacuum	MIL-C-8837	<input type="checkbox"/>	<input type="checkbox"/>
Cadmium Brush	MIL-STD-865	<input type="checkbox"/>	<input type="checkbox"/>
Copper	MIL-C-14550	<input type="checkbox"/>	<input type="checkbox"/>
Chrome	QQ-C-320	<input type="checkbox"/>	<input type="checkbox"/>
Nickel	QQ-N-290	<input type="checkbox"/>	<input type="checkbox"/>
Nickel – Electroless	MIL-C-26074	<input type="checkbox"/>	<input type="checkbox"/>
Silver	QQ-S-365	<input type="checkbox"/>	<input type="checkbox"/>
Zinc	ASTM-B-633	<input type="checkbox"/>	<input type="checkbox"/>
Black Oxide	MIL-C-13924	<input type="checkbox"/>	<input type="checkbox"/>
Phosphate	MIL-P-16232	<input type="checkbox"/>	<input type="checkbox"/>
Anodize	MIL-A-8625	<input type="checkbox"/>	<input type="checkbox"/>
Passivation	QQ-P-35	<input type="checkbox"/>	<input type="checkbox"/>
Lubricant		<input type="checkbox"/>	<input type="checkbox"/>
Teflon		<input type="checkbox"/>	<input type="checkbox"/>
Dry Film		<input type="checkbox"/>	<input type="checkbox"/>
Heat Treating	Specifications		List Other Specifications
Aluminum	MIL-H-6088	<input type="checkbox"/>	<input type="checkbox"/>
Beryllium Copper	MIL-H-7199	<input type="checkbox"/>	<input type="checkbox"/>
Magnesium	MIL-H-6857	<input type="checkbox"/>	<input type="checkbox"/>
Steel	MIL-H-6875	<input type="checkbox"/>	<input type="checkbox"/>
Carburizing	MIL-H-6875	<input type="checkbox"/>	<input type="checkbox"/>
Nitriding	MIL-STD-1876	<input type="checkbox"/>	<input type="checkbox"/>
Testing	Specifications		List Other Specifications
Wet Chemistry		<input type="checkbox"/>	<input type="checkbox"/>
Spectrographic Analysis		<input type="checkbox"/>	<input type="checkbox"/>
Metalographic		<input type="checkbox"/>	<input type="checkbox"/>
Salt Spray		<input type="checkbox"/>	<input type="checkbox"/>
Physical Analysis – Metal (Tensile, Hardness, Charpy, Etc.)		<input type="checkbox"/>	<input type="checkbox"/>
Humidity		<input type="checkbox"/>	<input type="checkbox"/>
MPI	MIL-STD-1949	<input type="checkbox"/>	<input type="checkbox"/>
Penetrant	MIL-I-6866	<input type="checkbox"/>	<input type="checkbox"/>
Ultrasonic	MIL-I-8950	<input type="checkbox"/>	<input type="checkbox"/>
Radiographic	MIL-STD-453	<input type="checkbox"/>	<input type="checkbox"/>
Eddy Current		<input type="checkbox"/>	<input type="checkbox"/>
Painting	Specifications		List Other Specifications
	MIL-F-18264	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

NOTE: COMPLETE ATTACHED SPECIAL PROCESS QUESTIONNAIRE

VENDOR SURVEY REPORT

Section I – Calibration of Inspection & Test Equipment

Yes	Marginal	No	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Is there adequate procedure in used for control of equipment calibration?
If yes, does it conform to MIL-STD-45662? If no, what std?
2. Is there a record system that shows evidence of adherence to established calibration schedules?
3. Is there an acceptable method of physically identifying the calibration status of each piece of equipment?
4. Does the system assure removal from service of equipment that has exceeded calibration period?
5. Are current certifications on file reflection standards calibration that is traceable to N.I.S.T.?
6. Are equipment and standards properly handled and protected?
7. Is personal owned inspection and test equipment adequately controlled?

Section	Question	Comments