



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

DISTRIBUTOR SURVEY REPORT of

Company Name:

Survey Performed by Date

Reviewed by Date

Survey Number

- Vendor:
- Approved
 - Not Approved
 - Conditional Approval

VENDOR SURVEY REPORT

FACILITY DATA

Supplier		Telephone	
Street	City	State	Zip
Number of Employees	Total	Quality	Production
		Engr	
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

Kaydon Corporation certification procedures may 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 supplier.

VENDOR SURVEY REPORT

DISTRIBUTOR CAPABILITIES CHECK (x)

<input type="checkbox"/>	BAR STOCK	<input type="checkbox"/>	MOLDED RUBBER
<input type="checkbox"/>	SEAMLESS TUBING	<input type="checkbox"/>	STAINLESS WIRE SHAPES
<input type="checkbox"/>	ROLLED RING FORGINGS	<input type="checkbox"/>	SHIMS
<input type="checkbox"/>	OPEN DIE HAMMER FORGINGS	<input type="checkbox"/>	PHENOLIC & RUBBER SEALS
<input type="checkbox"/>	CLOSED DIE FORGINGS	<input type="checkbox"/>	RUBBER/PLASTIC SEAL STRIP
<input type="checkbox"/>	FLASH BUTT WELDED RINGS	<input type="checkbox"/>	THINSHELL STAMPING
<input type="checkbox"/>	PLATE – FLAME CUT	<input type="checkbox"/>	RIVETS/PINS/FASTENERS
<input type="checkbox"/>	WELD RINGS	<input type="checkbox"/>	STAMPING
<input type="checkbox"/>	CENT CAST BRONZE/BRASS	<input type="checkbox"/>	SPRINGS
<input type="checkbox"/>	SAND CASTING BRONZE/BRASS	<input type="checkbox"/>	WIRE SEPARATORS
<input type="checkbox"/>	SAND CASTING IRON/STEEL	<input type="checkbox"/>	PHENOLIC SEPARATORS
<input type="checkbox"/>	CAST/MACHINED ALUM. PLATE	<input type="checkbox"/>	STAMPED/SOLDERED BRASS SEPARATOR
<input type="checkbox"/>	C.R. STRIP STOCK	<input type="checkbox"/>	POWDERED METAL
<input type="checkbox"/>	C.D. WIRE/WIRE ROD	<input type="checkbox"/>	LUBRICANTS
<input type="checkbox"/>	ROLLERS	<input type="checkbox"/>	PLATING
<input type="checkbox"/>	BALLS	<input type="checkbox"/>	PAINTING
<input type="checkbox"/>	MOLDED PLASTIC	<input type="checkbox"/>	PACKAGING
<input type="checkbox"/>	CHEMICAL MILLING	<input type="checkbox"/>	STAMPING/COINING
<input type="checkbox"/>	MACHINING – ALL TYPES	<input type="checkbox"/>	SPINNING
<input type="checkbox"/>	DYNAMIC BALANCING	<input type="checkbox"/>	PEENING/SAND/SHOT BLAST
<input type="checkbox"/>	GEAR CUTTING/GRINDING	<input type="checkbox"/>	WIRE DRAWING
<input type="checkbox"/>	TREPPANNING	<input type="checkbox"/>	TESTING
<input type="checkbox"/>	WELDING	<input type="checkbox"/>	OTHER
<input type="checkbox"/>	HEAT TREATING		

				DISTRIBUTOR SURVEY REPORT
Yes	Marginal	No	Comments	SECTION A – GENERAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are customer purchase orders reviewed for quality requirements and specifications?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are test reports and raw material certifications kept on file and available if requested by the customer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. How long are these records kept?
SECTION B – INSPECTION OF INCOMING MATERIAL				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is incoming inspection performed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are copies of specifications and purchase orders available for use in performing incoming inspection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is raw material identified and traceable to original certifications?
SECTION C – STOCK CONTROL				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are materials handled and stored in a way to prevent damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the stock area sufficiently restricted to prevent unauthorized withdrawal of material?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do materials in stores reflect proper identification and inspection status?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are materials stored to facilitate first-in first-out issuance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Is identification maintained for raw material when a portion is cut off and the remaining raw material is returned to stock?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is material having shelf life properly dated, stored and rotated in stock for control of shelf life?