Blackmer A DOVER COMPANY	SUB-CONTRACTOR/SUPPLIER QUALITY SURVEY FOR • Manufacturers • Distributors • Service Vendors

I. GENERAL INFORMATION

Supplier Name	Telephone	
Address	Telex/Fax	
City	State	Zip Code
Number of Employees in these Areas:	Vendor Contact Person For:	
Manufacturing	Sales	
Engineering	Technical	
Quality	Quality	
Facility Sq./Ft.	Survey Completed By:	Date:

Subcontractors/Suppliers are evaluated in 3 classifications:

1) Manufacturers-fabricate product which is used in making the finished product.
2) Distributors-purchase shelf item products they do not manufacture, and re-distribute To Blackmer.
3) Service Vendors-perform a service (such as heat treat, grinding, de-burring, etc.), but do not manufacture or add any purchased or manufactured material to the finished product.

Please indicate your business/industry classification:

☐ MANUFACTURER- Complete all Sections.

☐ DISTRIBUTOR- Mark Sections IV and IX "Not Applicable" (N/A).

☐ SERVICE VENDOR- Mark Section III "Not Applicable" (N/A).

The questions on the following paqes should be answered with a Yes/No. Please use the "Comments" section to provide us with additional information.

II. ORGANIZATIONAL

1) Is there a written management commitment to Quality?	☐ Yes	☐ No
2) Do you have a document Quality System approved by top Management?	☐ Yes	☐ No
3) Do you have a Q.C. Manual? (If yes, could you provide Blackmer with a copy? Yes/No)	☐ Yes	☐ No
4) Does the Quality Manager report to top management?	☐ Yes	☐ No
5) Are periodic internal Quality audits performed to ensure the Quality System is implemented as documented?	☐ Yes	☐ No

Comments:

III. PURCHASED MATERIAL & SUPPLIER CONTROLS (Not Applicable for Service Vendors)

1) Is there a system to evaluate the Quality performance of a subcontractor/supplier to your company?	☐ Yes	☐ No
2) Do you require your subcontractors/suppliers to provide certification, test or inspection results on their products or services?	☐ Yes	☐ No
3) Do you have a receiving inspection system to verify incoming material meets specifications?	☐ Yes	☐ No
4) Is the receiving inspection system documented in the Q.C. Manual?	☐ Yes	☐ No
5) Do you have receiving inspection records to verify the system is implemented as documented?	☐ Yes	☐ No
6) Do purchased materials receive quality approval prior to use in production or re-distribution to the customer?	☐ Yes	☐ No

Comments:

IV. IN-PROCESS INSPECTION CONTROL (Not Applicable for Distributors)

1) Is there an in-process inspection system to ensure that production is manufactured or processed according to specification?	☐ Yes	☐ No
2) Is this in-process inspection system documented in the Q.C. Manual?	☐ Yes	☐ No
3) Do you have in-process inspection records to verify the system is implemented as documented?	☐ Yes	☐ No
4) Is adequate inspection and test equipment available, at the point of inspection, to ensure conformance to specification?	☐ Yes	☐ No

Comments:

V. FINAL INSPECTION

1) Is final inspection performed, at a point where no further process is required, to ensure the finished product conforms to specification or purchase order?	☐ Yes	☐ No
2) Does product approved by final inspection contain the following information: Part Number & Name, Quantity, Quality Approval?	☐ Yes	☐ No

Comments:

VI. NONCONFORMING MATERIAL CONTROLS

1) Does the Quality Department have the authority to prevent shipment of nonconforming material?	☐ Yes	☐ No
2) Is nonconforming material recorded in the inspection records?	☐ Yes	☐ No
3) Is nonconforming material segregated from the normal flow of production until disposition can be made?	☐ Yes	☐ No
4) Do you have a "Corrective Action" system to ensure nonconforming causes are identified and corrected?	☐ Yes	☐ No
5) Are periodic reviews of nonconforming material (damaged goods, scrap reports, Corrective Action, etc.) held to facilitate continual improvement?	☐ Yes	☐ No
6) If nonconforming material is shipped, can you provide the customer with Corrective Action and disposition records?	☐ Yes	☐ No

Comments:

VII. CONTRACT & DOCUMENT CONTROL

1) Do you review contracts (purchase orders) to ensure performance requirements can be met prior to acceptance?	☐ Yes	☐ No
2) Do you have an organized print control system to facilitate the issue of new and revised prints?	☐ Yes	☐ No
3) Do you perform periodic print audits to ensure all prints are to the latest engineering change level?	☐ Yes	☐ No

Comments:

VIII. MEASURING AND TEST EQUIPMENT

3) Are gages, test and measuring equipment maintained and stored in a clean, controlled environment?	☐ Yes	☐ No
4) Is there a system to ensure the control issue and recovery of gage and test equipment, including customer owned gages?	☐ Yes	☐ No
5) Does a system exist to ensure the calibration and re-calibration of all gages and test equipment on a specified frequency?	☐ Yes	☐ No
6) Are gage and test equipment calibrations up-to-date according to the documented procedure?	☐ Yes	☐ No
7) Do calibration records exist as evidence that gages are calibrated as required?	☐ Yes	☐ No
8) Are gage and test equipment calibrations traceable to National Standards?	☐ Yes	☐ No
Comments:		

IX. STATISTICAL PROCESS CONTROLS (Not Applicable for Distributors)

7) Are Statistical Process Control techniques being used in the manufacturing/service process.	☐ Yes	☐ No
8) Do you currently perform process capability studies on new processes prior to the release to manufacturing?	☐ Yes	☐ No
9) If you are currently using any statistical charting on an on-going basis in manufacturing, could results be made available to us upon request?	☐ Yes	☐ No
Comments:		

X. QUALITY PLANNINGS

1) Do you have a written "long term" Quality plan (one year or longer) containing: future improvements, expansions, acquisition of equipment and employee training, etc.?	☐ Yes	☐ No
2) Do you currently use individual product quality plans on new product releases to ensure quality standards, inspection gages and equipment, manufacturing processes, etc. are addressed prior to production schedules?	☐ Yes	☐ No
Comments:		

XI. CONTINUOUS IMPROVEMENT

1. Do you formally employ Continuous Improvement activities throughout your operations?	☐ Yes	☐ No
Describe Formal Program:		
2. Do you formally employ Lean Manufacturing Principles throughout your operations?	☐ Yes	☐ No
Describe Formal Program:		
3. Do you formally engage your associates in Employee Involvement programs throughout your operations?	☐ Yes	☐ No
Describe Formal Program:		
4. Are all associates trained in problem solving identification and resolution techniques such as: Flow Charting, Brainstorming, Pareto Charting, Fishbone Cause & Effect Analysis, Force Field Analysis, 5M and others?	☐ Yes	☐ No
Describe Formal Program		