JG PLASTICS

QUESTIONNAIRE ASSESSMENT OF EXTERNAL PROVIDERS OR SUB-CONTRACTORS

Supplier: _____ Phone Number: _____

Address: _____ **Fax Number:** _____

_____ **Email:** _____

Contact Information:

Quality: _____ Phone #/ Email: _____

Engineering: _____ Phone #/ Email: _____

Sales: _____ Phone #/ Email: _____

Management Rep: _____

Supplier's Primary Business/Products: ____ Broker ____ Distributor _____ Franchised _____ Manufacturer

____ Other _____

Years in business? _____ **Average Lead Time:** _____

Personnel:

Total Number of Employees: _____ Quality: _____ Manufacturing _____ Engineering _____ Support _____

Facilities/Capabilities:

Facility Size: Total_____SQ. FT. Manufacturing____ % Administrative_____ % Current Capacity Utilized _____%

Processes Subcontracted: _____

Franchised Manufacturers: _____

Core Manufacturing Technologies: _____

Quality:

Do you have a documented quality system in compliance with a nationally recognized standard: Yes____ No_____

If yes, which standard(s): _____ Valid through date: _____

_____ Valid through date: _____

☐ I have received a copy of QSP 8.4_1 EXTERNAL PROVIDERS QUALITY SYSTEM REQUIREMENTS

Survey Completed by: _____ Title _____ Date: _____

OTHER	YES	NO	N/A
Do you have a counterfeit materials program complaint with AS5553?			
Do you have an IT security process?			
Are there ITAR compliant processes in place? Doc #: _____			

STOP If you are ISO registered, you may stop here. STOP

PLEASE PROVIDE US WITH A COPY OF YOUR CURRENT ISO CERTIFICATE.

If you are **NOT** ISO registered, please answer the questions on the following pages.

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A. QUALITY MANAGEMENT SYSTEM	YES	NO	N/A
Does your company have a Quality Manual? Revision:			
Is there a Management Representative responsible for the implementation and maintenance of the Quality System?			
Does your company have documented procedures & work instructions?			
Are instructions readily available at necessary locations?			
Are obsolete documents removed from use and isolated?			
Are there written procedures for the identification and control of external documents?			
Do records show conformity to the process requirements and are they stored in such a way to prevent damage, loss, or deterioration?			
Are documents controlled to prevent unauthorized use?			
What is you record retention period? _____			
B. MANAGEMENT RESPONSIBILITY	YES	NO	N/A
Do the people associated with your processes understand the importance of meeting customer requirements?			
Does your company have a Quality Policy and is it understood by the people associated with the processes?			
Does Quality report at a level equal to Production, Engineering, and Purchasing?			
Do procedures exist for development, defining, and documenting how quality requirements will be met through the quality plan?			
Are company responsibilities clearly defined and in place to ensure product conformance, identifying quality problems, corrective action, and documented solutions?			
Do people associated with the process know how the process interacts with other processes?			
Does top management review the effectiveness of the quality system at regular intervals?			
C. RESOURCE MANAGEMENT	YES	NO	N/A
Do the people associated with the process have the education, training, skills, and/or experience designated for the process?			
Has your company determined training needs for a given process?			
Does your company have training records?			
Are the buildings, workspace, and associated utilities adequate to achieve conformity to product requirements?			
Is the process equipment adequate to achieve conformity to product requirements?			
Is maintenance performed on a regular basis for process equipment?			
Is housekeeping maintained in line with commodities being produced?			
Is the work environment appropriate for product production?			
D. PRODUCT REALIZATION	YES	NO	N/A
Do you formally review customer requirements, statutory, and regulatory requirements as well as requirements that are not stated but are necessary for the product realization?			
Is there a documented procedure for examining and reviewing contract requirements to ensure they are adequately defined?			
Has your organization determined and implemented effective arrangements for communicating with customers regarding product information, enquiries, contracts, amendments, customer feedback, and complaints?			
Design	YES	NO	N/A
Are there written procedures to plan and control the design and development of a product?			
Are there documented procedures detailing the requirements for product outputs to include, but not limited to, meeting input requirements, providing information for purchasing and production, product reference criteria, and safe/proper use criteria?			
Do you have a documented procedure for deviation requests to your customers?			
When product brand or type is not specified in the purchase order or requirements do you notify your customers for approval of selected product?			
Is there a documented procedure detailing verification be performed to ensure that the development outputs have met the development input requirements?			
Do you have a procedure for maintaining serialization requests on your products?			

Purchasing	YES	NO	N/A
Do purchasing documents clearly state quality requirements?			
Are procedures in place to evaluate suppliers and select them based upon their ability to supply product in accordance with requirements?			
Do you have an approved suppliers list?			
Do you have a method for tracking supplier performance?			
Do you report these results back to the supplier for feedback?			
Manufacturing	YES	NO	N/A
Are there documented procedures and/or instructions defining the manner of production?			
Is production equipment suitable and capable to perform specified functions in an acceptable manner?			
Are qualified equipment and personnel certified/approved for the process?			
Are there procedures to identify the inspection and test status of the product throughout the production process?			
Are there procedures for verification, storage, and maintenance of customer supplied product?			
Are there procedures for handling, storage, packaging, and delivery of the product?			
Are methods prescribed which prevent damage or deterioration of product?			
Are materials stored according to a FIFO system?			
Is there an established program for the identification and control of calibration of all test and inspection equipment?			
Is calibrated equipment traceable to the NIST?			
Is calibration performed by an outside certified lab?			
Is past production re-verified when inspection or test equipment is found to be out of calibration?			
Are there procedures to safeguard measuring and test equipment from adjustments which would invalidate the calibration setting?			
E. MEASUREMENT, ANALYSIS, AND IMPROVEMENT	YES	NO	N/A
Are there documented procedures for monitoring information relating to customer satisfaction?			
Is there a documented procedure for internal quality audits?			
Are the results of the audits required to be documented and brought to the attention of personnel responsible for the area being audited?			
Are internal audits carried out by personnel independent of the department/area being audited?			
Are there procedures for monitoring, measuring, and controlling quality characteristics and processes of the QMS during production?			
Are there documented procedures for Receiving Inspection?			
Are there documented procedures and inspection points for In-process Inspection?			
Are there documented procedures for final inspection and do they ensure that all previous inspection has been carried out?			
Do you have sampling plans for Receiving, In-process, and Final Inspection? Describe:			
Are there records established that show evidence the product has been inspected and shows a pass/fail to acceptance criteria?			
Are there procedures for controlling and reviewing nonconforming product to be re-inspected?			
Are there procedures that require repaired and reworked nonconforming product?			
Are there documented procedures dealing with continually improving the effectiveness of the QMS and subsequent product realization?			
Is there a procedure for monitoring corrective actions to ensure they are effective?			
Are there documented procedures to initiate preventive action to eliminate the causes of potential nonconformities in order to prevent their occurrence?			

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***** JG PLASTICS ONLY *****

Provider Name: _____ Provider Number: _____

Certification received (check all that apply)

ISO 9000 AS 91000 ISO 13485

ISO 17025 Other _____

Risk Assessment:

Low Medium High

Justification: _____

_____

Additional controls (if applicable): _____

_____

Approved? ___YES ___ NO Subject to Rating? ___YES ___ NO Scope of Approval: _____

If no: _____

F8.4_9 Required? _____YES _____ NO F8.4_9 sent: _____ F8.4_9 Rec'vd: _____

Comments:

_____

_____

_____

Quality rating (for re-assessment only): _____

Vendor Exp date: _____

Approved Name: _____ Date: _____