



**FLEXFAB SUPPLIER ASSESSMENT QUESTIONNAIRE
COMPANY DATA**

Supplier Name:

Date:

	COMPANY DATA
Name and Title of the person completing the assessment:	
Business phone number:	
Business Fax number:	
Business Email:	
Company President:	
Head of Quality:	
Head of Manufacturing:	
Head of Sales:	
Square Feet of Manufacturing area:	
Total number of employees:	
Number of production personnel:	
Number of Engineering personnel:	
Number of Quality personnel:	
Primary service(s)/product(s) manufactured and supply to Flexfab:	
Part numbers you supply to Flexfab (Attach a list, if needed)	
Industry(s) you supply to:	
Lab testing capabilities:	
Have you been surveyed and approved by other customers? If yes, who is the customer and what were you approved to?	



FLEXFAB SUPPLIER ASSESSMENT QUESTIONNAIRE
(Minimum Requirements)

Supplier Name:		Date:	
Assessor Name:			

Evaluation Key:

Y = "Yes" meets the requirements.

N = "No" not in effect (requires an explanation under 'comments' and a plan to meet the requirement)

N/A = "Not applicable" (requires an explanation under 'comments')

	QS ELEMENT	REQUIREMENT	Y	N	N/A	COMMENTS
1	4.1 Management Responsibility	Is there a Quality Organization with authorities and responsibilities that are clearly defined?				
2	4.2 Quality Systems	Is there a company wide system for: <ul style="list-style-type: none"> • The product approval process • Continuous Improvement • Tooling Control? 				
3	4.3 Contract Review	Are contracts (purchase orders) reviewed and records kept on the reviews?				
4	4.4 Design Control	Is there a system in place for design control?				
5	4.5 Document and Data Control	Are drawings, specifications, procedures and work instructions maintained in such a way that only the latest is used in manufacturing, inspections and training?				
6	4.6 Purchasing	Is there a purchasing system in place to make sure that the required products and services are purchased and suppliers are controlled?				
7	4.7 Control of Flexfab Supplied Materials	Is there a system in place to ensure that materials and/or tooling provided by Flexfab are controlled in such a way as to prevent damage?				
8	4.8 Product Identification and Traceability	Are materials and products properly identified and status clearly identified?				

	QS ELEMENT	REQUIREMENT	Y	N	N/A	COMMENTS
9	4.9 Process Control	Are there documented work instructions (date or revision sensitive) that define methods to be used for: <ul style="list-style-type: none"> • Manufacturing • Inspection? 				
9A	4.9 Process Control	Are certified test reports and/or CofC's included with all shipments when subcontractors (ie, anodizers & platers) are used?				
10	4.10 Inspection and Testing	Are purchased materials inspected and tested to the extent necessary before use?				
10A	4.10 Inspection and Testing	Is product subject to inspection through all stages of the manufacturing process? (describe) <ul style="list-style-type: none"> • Receiving • In-process • Final 				
11	4.11 Control of Inspection, Measuring and Test Equipment	Is there a calibration system in place that ensures that inspection, measuring and test equipment is accurate and traceable to NIST?				
12	4.12 Inspection and Test Status	Are the inspection and test status of product identified by suitable means so that the inspection and test status is recognizable and understood?				
13	4.13 Nonconforming Material	Is nonconforming product segregated and handled in such a way that it is prevented from use, reviewed and dispositioned by qualified personnel?				
14	4.14. Corrective and Preventive Action	Is there a corrective action system in place that ensures internal, external, and customer requested Corrective Actions are answered adequately and in a timely manner? Are the Corrective Action Responses verified for effectiveness?				
15	4.15 Handling, Storage, Packaging, Preservation and Delivery (HSPPD)	Is on time delivery taken into consideration when orders are received?				

	QS ELEMENT	REQUIREMENT	Y	N	N/A	COMMENTS
15A	4.15 HSPPD	Is product handled, stored and packed in such a way as to <ul style="list-style-type: none"> • prevent damage? • Ensure only correct shipments? 				
16	4.16 Control of Quality Records	Are inspection and test records maintained and kept for an adequate amount of time?				
17	4.17 Internal Quality Audits	Are internal quality audits performed?				
18	4.18 Training	Are personnel performing work and inspections adequately trained ? Are records kept on the training?				
19	4.19 Servicing	Is service performed on materials delivered, when required?				
20	4.29 Statistical Process Control	Is SPC performed when required by Flexfab?				

SUPPLIER REPRESENTATIVE SIGNATURE:

DATE:

RESULTS OF THE AUDIT

FLEXFAB AUDITOR SIGNATURE: _____

DATE: _____

POSITIVES:

OPPORTUNITIES FOR IMPROVEMENT:

For Flexfab Use Only

DATE RECEIVED: _____

QUALITY APPROVAL: _____ **DATE:** _____

PURCHASING APPROVAL: _____ **DATE:** _____

SCORE: _____