

Integrated Metal Components, Inc.

Supplier Survey

1. Organization

Name of Company			
Address			
Phone#		Fax #	
Email Address			

2. Company Officers

Name	Title

3. Quality Assurance Organization

- Number of Employees in Quality Department: _____
- Quality Assurance Dept. reports to: _____
- Who is responsible for analyzing customer complaints and defective material? _____
- QA contact info (name, title, phone): _____
- If separate, Inspection Dept. reports to: _____
 - Number of Inspectors: _____

Yes	No	N/A	Does the Quality Department Have:
			Written quality policy and procedure manual?
			Written inspection procedures?
			Incoming inspection?
			In process inspection?
			Final inspection?
			An equipment calibration program?
			Is your company ISO 9001 certified?

4. Process Control

- Does your company have an incoming inspection? _____

- b. Who is responsible for analyzing customer complaints and defective material? _____
- c. Who is responsible for making dispositions on non-conforming material? _____
- d. Are control charts used? _____ Type: _____

Yes	No	N/A	
			Are purchase orders made available to incoming inspection?
			Is there a system for keeping shop drawings up to date?
			Are written inspection procedures available?
			Are records kept to show acceptance and/or rejection of incoming materials?
			Is the customer notified on non-conforming materials?
			Does the incoming inspection department have adequate storage space to hold material until it is inspected?
			Is non-conforming material identified as such?
			Is non-conforming material held in a specific area until disposition is made?
			Are inspection stations located in the production area?
			Are shop drawings and/or specifications made available to inspection?
			Do production workers check their own work?
			Are inspection records kept on file?
			Is all material identified? (Tags or Travelers)
			Are defective materials segregated from accepted materials until disposition is determined?
			Are first-production parts inspected before a job can be run?

5. Final Inspection

- a. Does the company have a final inspection function? _____
- i. Number of inspectors _____
- b. In-process inspection reports to: _____
- c. What type of sampling plans (if any) are used?
- _____

Yes	No	N/A	
			Are shop drawings and/or specifications made available to inspection?
			Are inspection records kept on file?
			Are records of inspection results reported to upper management?
			Are defective materials segregated from accepted materials?
			Are re-worked materials submitted for inspection?

6. Control and Test Equipment

Yes	No	N/A	
			Does the company have an equipment control department?
			Are all inspection and test instruments calibrated periodically?
			Are records of calibrations kept on file?
			Does this system include equipment used by production?
			Does this system include equipment owned by employees?
			Is defective equipment removed from use until it can be repaired or re-

