



SUPPLIER SURVEY

Supplier Information

Supplier Name: _____

Address: _____
Street Address *Suite/Unit #*

_____ *State* *ZIP Code*
City

Phone: _____ Fax: _____

E-mail Address: _____ Web Site: _____

Products or Services: _____ Date Founded: _____

Union: Yes No If Yes, Union Name: _____

Annual Sales: _____ Years in Business: _____

Approx. Plant Square Footage: _____ No. of Buildings: _____

Own: _____ Lease: _____

Number of Employees: _____ Shifts: _____

Annual Plant Shutdowns: Yes No When: _____

Business Type

Privately Owned: Minority Owned:

Corporation: Veteran Owned:

Partnership: Other (describe): _____

Key Personnel

President: _____ Plant Manager: _____

Sales/MKTG: _____ Production Manager: _____

Engineering: _____ Quality: _____

Customer Service: _____ Other: _____

International Trade Restrictions

Is your company aware of federal restrictions on data and products to companies and citizens of foreign countries, in accordance with ITAR (International Traffic in Arms Regulations) AECA (Arms Export Control Act), EAR (Export Administration Regulations), and EAA (Export Administration Act)? Yes No

Are personnel trained, certified or licensed in accordance with ITAR, AECA, EAR, or EAA? Yes No

Manufacturing Process Capabilities

Indicate In-House or Subcontract by entering "I" or "S"

Forging / Casting (005Metal):	_____	General Machining (005Non-Metal):	_____
Forming / Stamping (005M):	_____	Connector / Fastener Modification (006):	_____
General Machining (005M):	_____	Composite Rework (020):	_____
CNC Machining (005M-NM)	_____	Printed Circuit Board Fabrication (025):	_____
Extrusion Rework (010):	_____	Rubber Fabrication (035):	_____
Sheet Metal Fabrication (015):	_____	Vacuum-Formed Composites (040):	_____
Custom Fasteners (202):	_____	Thermoformed Composites (040):	_____
Raw Aluminum (301):	_____	Plastic Over-Molding (050):	_____
Raw Metals (302):	_____	Injection Molding (055):	_____
Welding (400):	_____	Reaction Injection Molding (055):	_____
Wire / Cable Fabrication (450):	_____	Composite Fabrication (060):	_____
Heat Treating & Tempering (725):	_____	Fiberglass Fabrication (060):	_____
Plating (725):	_____	Custom Connectors (201):	_____
Painting (725):	_____	Electronic Components (204):	_____
Silk Screening (725):	_____	Raw Non-Metal Materials (303):	_____
Other:	_____	Software (733):	_____
	Describe:	_____	_____

Contacts	Name	Ph-Email
Order Placement:	_____	_____
Shipments:	_____	_____
Sales:	_____	_____
Quality:	_____	_____
Engineering:	_____	_____
Manufacturing:	_____	_____

Does Your Production / Quality Management System Comply With:

ISO: MIL: NADCAP:
 SAE: IPC: Other:

*** Note: If your Quality Manager System is certified by any of these standards above, please provide a copy of the certificate and omit sections I through X of the Self-Audit, & complete the last page.**

Software Compatibility - What Files Can You Accept?

Adobe Acrobat/PDF: MS Word: Other:
 AutoCAD/DXF: SolidWorks: Other:

SUPPLIER SELF-AUDIT FORM

PREFACE

The intention of this questionnaire is to provide JEM with information to assist in the evaluation of your company's potential to supply products and/or services at the quality level and consistency required by the JEM Quality and Purchasing Departments.

The questionnaire is general and certain questions may not be applicable to your company's products or services.

When the answer is NO, and intentions are to modify this condition, mark the NO column with an asterisk and describe the proposed action contemplated on a separate sheet.

An answer of YES your company fully complies with the question.

In some cases, questions may appear to be duplications; however, where, included, they relate to specific sections so please answer them. Do not forget to complete the last page.

Please return the completed self audit questionnaire along with the Supplier Survey to the Buyer or the JEM Engineering mailing address.

***Note: If certified by any of the standards please provide a copy of the certificate and omit sections I through X of the Self-Audit.**

JEM ENGINEERING LLC
HF WEIDIG
8683 CHERRY LANE
LAUREL MD 20707

Attn: Quality Department

I. Quality Control System and Procedures

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are written Q.C. procedures available and maintained for use by all inspection personnel?	_____	_____	_____	_____
2. Is the manual of Q.C. procedures updated continually to the latest industry practice and requirements?	_____	_____	_____	_____
3. Is the manual of procedures coordinated with or reviewed by any outside source?	_____	_____	_____	_____
4. Does Q.C. review manufacturing plans prior to implementation to establish appropriate inspection points?	_____	_____	_____	_____
5. Is a documented quality training and qualification program in effect at your facility?	_____	_____	_____	_____

II. Procurement Control

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are the quality capabilities of your sources evaluated prior to procurement? (Supplier Audit.)	_____	_____	_____	_____
2. Is a list of approved suppliers maintained and periodically updated?	_____	_____	_____	_____
3. Are receiving and inspection records maintained and analyzed for quality trends and initiation of corrective actions?	_____	_____	_____	_____
4. Is a supplier performance rating system maintained to ensure continued quality and to assist in the selection of sources?	_____	_____	_____	_____
5. Are applicable specifications referenced on purchase orders?	_____	_____	_____	_____
6. Does quality control review purchase orders to assure incorporation of specifications and quality requirements?	_____	_____	_____	_____
7. Are certified reports of certificates of conformance obtained on purchased material?	_____	_____	_____	_____
8. Are periodic tests conducted to verify accuracy of certificates and test reports?	_____	_____	_____	_____

III. Control of Purchased Materials

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are purchased materials in storage or in inventory identified as to type, lot, expiration, etc.?	_____	_____	_____	_____
2. Are contractor furnished materials controlled by segregation and identification?	_____	_____	_____	_____
3. Are certified reports maintained for tractability?	_____	_____	_____	_____

IV. Incoming Inspection

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are incoming materials identified pending inspection?	_____	_____	_____	_____
2. Are copies of purchase orders available to receiving inspection?	_____	_____	_____	_____
3. Are drawings and specifications available to receiving inspection?	_____	_____	_____	_____
4. Are provisions made to prevent unauthorized use of material pending acceptance by receiving inspection?	_____	_____	_____	_____
5. Are instructions available to receiving inspection and receiving personnel with established acceptance criteria?	_____	_____	_____	_____
6. Is there a document control procedure that will assure conformance with drawing and order changes?	_____	_____	_____	_____

V. Inspection and Test Equipment

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are inspection gages, measuring devices, and test equipment inspected and re-calibrated at specified intervals?	_____	_____	_____	_____
2. Are records of calibration maintained specifying re-calibration dates?	_____	_____	_____	_____
3. Is testing and measuring equipment identified by decal or other means as to current calibration status?	_____	_____	_____	_____
4. Does the company have a product recall process in case a machine or tool is found to be out of tolerance?	_____	_____	_____	_____

VI. Inspection

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are shop travelers, operation sheets and/or inspection instructions used to indicate inspection operations performed during manufacturing processes?	_____	_____	_____	_____
2. Is final inspection performed and results recorded?	_____	_____	_____	_____
3. Are valid statistical Q.C. methods employed for characteristics not 100% inspected?	_____	_____	_____	_____
4. Is periodic training provided to inspection personnel?	_____	_____	_____	_____
5. Are storage-sensitive materials periodically re-evaluated in accordance with applicable specifications?	_____	_____	_____	_____
6. Does Q.C. approve test procedures to assure compliance?	_____	_____	_____	_____
7. Are in-process inspection instructions available and adequate?	_____	_____	_____	_____
8. Is company able to perform First Article Inspections (FAIs) prior to production processing?	_____	_____	_____	_____
9. Are there records showing corrective actions taken during manufacturing processes?	_____	_____	_____	_____

VII. Nonconforming Product Control

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are procedures in effect to detect product variations from buyer or seller specifications?	_____	_____	_____	_____
2. Is rejection data utilized to prevent recurrence?	_____	_____	_____	_____
3. Are nonconforming supplies identified and diverted from normal production channels?	_____	_____	_____	_____
4. Are deviations presented to the customer for approval?	_____	_____	_____	_____
5. Are supplies designated as scrap identified or positively controlled to prevent reissue and use?	_____	_____	_____	_____
6. Who is responsible for disposition of non-conforming items?	_____	_____	_____	_____

Name:

Title:

VIII. Drawing and Change Control

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are Engineering Drawings and Specifications available at time and place of inspection?	_____	_____	_____	_____
2. Are engineering change orders readily available to inspection personnel?	_____	_____	_____	_____
3. Is there a document control procedure that will assure shop conformance with drawings and order changes?	_____	_____	_____	_____
4. Are obsolete specifications and drawings systematically recalled from point of use?	_____	_____	_____	_____
5. Is the responsibility for this recall assigned to a specific person or department?	_____	_____	_____	_____

IX. Packaging and Shipping

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are written instructions provided for preservation, packaging, marking and shipping?	_____	_____	_____	_____
2. Does Q.C. verify conformance of shipments to applicable preservation, packaging, marking and shipping requirements?	_____	_____	_____	_____
3. Does Q.C. check documentation prior to product(s) release for packaging and shipment?	_____	_____	_____	_____

X. Special Processes

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Attached</u>
1. Are gages, instruments and other devices used in controlling special processes subject to calibration?	_____	_____	_____	_____
2. Are records maintained relative to such calibration?	_____	_____	_____	_____
3. Does the company have a product recall process in case a machine or tool is found to be out of tolerance?	_____	_____	_____	_____

Please list any special capabilities (examples: Machine Stop, Metallurgical Lab, Welding, etc.).

Comments:

Questionnaire completed by:

Signature:

Name:

Title:

Date:

Approved by (JEM Engineering):

Title:
