

ASM AEROSPACE SPECIFICATION METALS, INC.

2501 NW 34th Place #B28 Terrace Pompano Beach, Florida 33069 Tel: 954-977-4285 Fax: 954-977-6337

SUBCONTRACTOR QUALITY SYSTEM QUESTIONNAIRE

General:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Telephone: _____ Fax: _____

Business Information:

Primary Products/Services: _____

Type of Business: Manufacturing Distributor Special Process
 Testing/NDT/Metallurgical Service Other _____

Number of Employees: _____ Number of Inspectors: _____

Management Personnel:

Quality Assurance Contact: _____

Quality System: Which Specification/Standards does your Quality System conform to: (Check all that Apply)

MIL-I-45208A MIL-STD-9858A ISO 9001 AS 9100

NADCAP Other: _____

NOTE: If you are currently certified to ISO or AS standards, please send copy of Certification(s) and complete pages 1 & 5 of the questionnaire only.

If you are not certified to ISO or AS standards, do you plan on becoming certified in the future? YES NO

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	YES	NO	N/A
Management Responsibility			
1) Are the policies and objectives clearly defined, documented and Understood throughout the organization?			
2) Is there a defined quality organization and does this organization Report directly to upper management?			
3) Does a member of management periodically review and approve the policies and objectives?			
Quality System			
4) Do you maintain a Quality Manual? Rev. Level: _____, Date: _____.			
5) Do you maintain quality procedures?			
Contract Review			
5) Are all contracts and customers purchase orders reviewed to assure that requirements are defined and that you are capable of meeting them?			
Document and Data Control			
6) Do you control all documents and data that relates to the requirements of the purchase order to assure that pertinent issues are available at all locations and that obsolete documents are removed from use?			
7) Are changes to documents authorized, approved and controlled to assure use of the correct revision?			
Purchasing			
8) Do you select subcontractors on the basis of their ability to meet purchase order requirements?			
9) Are quality system requirements flowdown to subcontractors?			
10) Are all purchasing documents reviewed and approved for adequacy of specified requirements prior to release?			
Control of Customer Supplied Products			
11) Do your procedures for customer-supplied products include identification and traceability of products?			
Product Identification and Traceability			
12) Have you established a system for maintaining the identification and traceability of products?			

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	YES	NO	N/A
Process Control			
13) Does quality monitor the preparation, maintenance, and compliance of the work instructions, including procedures for special process?			
14) Are documented work instructions available for all operations including documented criteria for workmanship?			
15) Are personnel properly trained and certified, as required, to perform special processes?			
Inspection and Testing			
16) Are all incoming shipments inspected to specification and purchase order requirements including dimensional, chemical, physical and process requirements?			
17) Are there procedures which define the in-process inspection and testing points?			
18) Does the vendor have written procedures to control the final acceptance of products or services and that shipping documents are correct?			
19) Are records maintained that indicate that the product has been tested or inspected to the defined acceptance criteria and passed?			
Control of Inspection, Measuring, and Test Equipment			
20) Do you control, calibrate and maintain inspection, measuring and test equipment whether owned by the subcontractor, on loan, or provided by the purchaser, to demonstrate the conformance of product to specified requirements?			
21) All calibrations are performed utilizing standards whose calibration is certified as being traceable to the National Institute of Standards and Technology and are records maintained to support the system?			
Inspection and Test Status			
22) Does the vendor have an effective system for identifying the inspection status of products?			
Nonconforming Product – Control/Review/Disposition			
23) Does the vendor have an effective and positive system for controlling nonconforming materials, including procedures for identification, segregation, evaluation and disposition of reworked or repaired products?			

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	YES	NO	N/A
Corrective and Preventive Action			
24) Does the vendor maintain a system of corrective and preventive action, correcting assignable conditions which have resulted or could result in the producing of nonconforming product?			
Handling, Storage, Packing, Preservation and Delivery			
25) Are there documented procedures for the handling, storage, packaging, preservation and delivery of products?			
Control of Quality Records			
26) Do you maintain procedures for identification, collection, indexing, filing, storage, maintenance, and disposition of quality records?			
27) Are these records legible, current, accurate, complete and readily available for review?			
Internal Quality Audits			
28) Is there a system for performing internal quality audits and does Management take timely corrective action on deficiencies?			
Training			
29) Does the vendor maintain a procedure/program of training and qualification of all personnel affecting quality?			
Servicing			
30) If servicing is required by contract, are there procedures for performing the servicing and verification to assure that specified requirements are met?			
Statistical Techniques			
31) Are there documented procedures for implementing and controlling the application of statistical techniques?			
Comments: _____ _____ _____			

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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Company Name</p>	
Quality Representative	Company Management
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Signature</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Signature</p>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Name and Title</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Name and Title</p>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Date</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Date</p>
<p style="margin: 0;">It is my understanding that the responses to this Subcontractor Quality Survey Questionnaire are subject to verification by ASM Aerospace Specification Metals, Inc. Quality Assurance personnel. I certify the information supplied in this questionnaire is true and complete.</p>	
ASM, Aerospace Specification Metals	
<p style="margin: 0;"><input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproved</p>	
<p style="margin: 0;">By: _____</p>	
<p style="margin: 0;">Title: _____ Date: _____</p>	
<p style="margin: 0;">Comments: _____</p> <p style="margin: 0;">_____</p> <p style="margin: 0;">_____</p> <p style="margin: 0;">_____</p>	