



**SUB-CONTRACTOR/SUPPLIER  
QUALITY SURVEY FOR**

- Manufacturers
- Distributors
- Service Vendors

**I. GENERAL INFORMATION**

<b>Supplier Name</b>		<b>Telephone</b>	
<b>Address</b>		<b>Telex/Fax</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Number of Employees in these Areas:</b>		<b>Vendor Contact Person For:</b>	
<b>Manufacturing</b>		<b>Sales</b>	
<b>Engineering</b>		<b>Technical</b>	
<b>Quality</b>		<b>Quality</b>	
<b>Facility Sq./Ft.</b>	<b>Survey Completed By:</b>		<b>Date:</b>

**Subcontractors/Suppliers are evaluated in 3 classifications:**

- 1) **Manufacturers**-fabricate product which is used in making the finished product.
- 2) **Distributors**-purchase shelf item products they do not manufacture, and re-distribute To Blackmer.
- 3) **Service Vendors**-perform a service (such as heat treat, grinding, de-burring, etc.), but do not manufacture or add any purchased or manufactured material to the finished product.

**Please indicate your business/industry classification:**

- MANUFACTURER**- Complete all Sections.
- DISTRIBUTOR**- Mark Sections IV and IX "Not Applicable" (N/A).
- SERVICE VENDOR**- Mark Section III "Not Applicable" (N/A).

*The questions on the following pages should be answered with a Yes/No. Please use the "Comments" section to provide us with additional information.*

## II. ORGANIZATIONAL

1) Is there a written management commitment to Quality?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Do you have a document Quality System approved by top Management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Do you have a Q.C. Manual? (If yes, could you provide Blackmer with a copy? Yes/No)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Does the Quality Manager report to top management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Are periodic internal Quality audits performed to ensure the Quality System is implemented as documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Comments:**

## III. PURCHASED MATERIAL & SUPPLIER CONTROLS (Not Applicable for Service Vendors)

1) Is there a system to evaluate the Quality performance of a subcontractor/supplier to your company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Do you require your subcontractors/suppliers to provide certification, test or inspection results on their products or services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Do you have a receiving inspection system to verify incoming material meets specifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Is the receiving inspection system documented in the Q.C. Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Do you have receiving inspection records to verify the system is implemented as documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Do purchased materials receive quality approval prior to use in production or re-distribution to the customer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Comments:**

## IV. IN-PROCESS INSPECTION CONTROL (Not Applicable for Distributors)

1) Is there an in-process inspection system to ensure that production is manufactured or processed according to specification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Is this in-process inspection system documented in the Q.C. Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Do you have in-process inspection records to verify the system is implemented as documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Is adequate inspection and test equipment available, at the point of inspection, to ensure conformance to specification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Comments:**

## V. FINAL INSPECTION

1) Is final inspection performed, at a point where no further process is required, to ensure the finished product conforms to specification or purchase order?

Yes

No

2) Does product approved by final inspection contain the following information: Part Number & Name, Quantity, Quality Approval?

Yes

No

**Comments:**

## VI. NONCONFORMING MATERIAL CONTROLS

1) Does the Quality Department have the authority to prevent shipment of nonconforming material?

Yes

No

2) Is nonconforming material recorded in the inspection records?

Yes

No

3) Is nonconforming material segregated from the normal flow of production until disposition can be made?

Yes

No

4) Do you have a "Corrective Action" system to ensure nonconforming causes are identified and corrected?

Yes

No

5) Are periodic reviews of nonconforming material (damaged goods, scrap reports, Corrective Action, etc.) held to facilitate continual improvement?

Yes

No

6) If nonconforming material is shipped, can you provide the customer with Corrective Action and disposition records?

Yes

No

**Comments:**

## VII. CONTRACT & DOCUMENT CONTROL

1) Do you review contracts (purchase orders) to ensure performance requirements can be met prior to acceptance?

Yes

No

2) Do you have an organized print control system to facilitate the issue of new and revised prints?

Yes

No

3) Do you perform periodic print audits to ensure all prints are to the latest engineering change level?

Yes

No

**Comments:**

**VIII. MEASURING AND TEST EQUIPMENT**

3) Are gages, test and measuring equipment maintained and stored in a clean, controlled environment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Is there a system to ensure the control issue and recovery of gage and test equipment, including customer owned gages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Does a system exist to ensure the calibration and re-calibration of all gages and test equipment on a specified frequency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Are gage and test equipment calibrations up-to-date according to the documented procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7) Do calibration records exist as evidence that gages are calibrated as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8) Are gage and test equipment calibrations traceable to National Standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

**IX. STATISTICAL PROCESS CONTROLS (Not Applicable for Distributors)**

7) Are Statistical Process Control techniques being used in the manufacturing/service process.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8) Do you currently perform process capability studies on new processes prior to the release to manufacturing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9) If you are currently using any statistical charting on an on-going basis in manufacturing, could results be made available to us upon request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

**X. QUALITY PLANNINGS**

1) Do you have a written "long term" Quality plan (one year or longer) containing: future improvements, expansions, acquisition of equipment and employee training, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Do you currently use individual product quality plans on new product releases to ensure quality standards, inspection gages and equipment, manufacturing processes, etc. are addressed prior to production schedules?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

## XI. CONTINUOUS IMPROVEMENT

1. Do you formally employ Continuous Improvement activities throughout your operations?

Yes

No

Describe Formal Program:

2. Do you formally employ Lean Manufacturing Principles throughout your operations?

Yes

No

Describe Formal Program:

3. Do you formally engage your associates in Employee Involvement programs throughout your operations?

Yes

No

Describe Formal Program:

4. Are all associates trained in problem solving identification and resolution techniques such as: Flow Charting, Brainstorming, Pareto Charting, Fishbone Cause & Effect Analysis, Force Field Analysis, 5M and others?

Yes

No

Describe Formal Program