2175 FIFTH AVENUE, RONKONKOMA, N.Y. 11779-6908
631-467-2000
FAX 631-467-2877
WWW.ALKENIND.COM

VENDOR/SUPPLIER QUALITY ASSURANCE SYSTEM SURVEY

The following questionnaire has been provided so that Alken Industries Inc. can evaluate your Quality Assurance System as to your ability to provide goods and services commensurate with all applicable Industry, Military, and OEM specifications. Please complete the survey by answering all the questions and return it as soon as possible to:

Alken Industries Inc.
Attn: Quality Assurance Manager

1. GENERAL INFORMATION

A. Company Name:

Address:

City:

State: Zip:

Phone No.:

FAX No.:

Email:

Primary Quality Assurance Contact Name:

B. Business Information

1. Primary products and services:

2. Please (X) check one:

***Manufacturer:** ☐ Distributor: ☐ Service: ☐ Processor/Testing: ☐

*__Please indicate the formats of CAD/CAM data you are capable of accepting:__

3. Total No. of employees: Year business was established

Total No. of years at current address:

Please (X) check one - Sole Proprietorship: ☐ Partnership: ☐ Corporation: ☐

C. Management Personnel

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President/CEO

General Manager

Q.A. Manager

Finance Manager

Sales Manager

Sales Contact

2. QUALITY ASSURANCE SYSTEM INFORMATION

A. RELATED APPROVALS

Please list the most current approvals you have received from other customers: **(Not required for suppliers providing 3rd party accreditations per AS9100, ISO9002, NADCAP, etc)**

Approval #	Company	Date
1.		
2.		
3.		

B. Quality System

1. Which Specifications is your Quality System certified to:

AC7004 ☐ ISO9001 ☐ AS9100 ☐

AS9120 ☐ ISO9002 ☐ ISO9003 ☐

Other (Please Describe):

2. What Specifications does your Quality System conform to: _____

2a. Do you have a F.O.D. prevention program and evaluate the effectiveness of that program? ☐

2b. Do you have a programmable CMM capable of inspecting Digital Model based parts? Please include make and software _____ ☐

2c. Do you have a procedure in place for Digital Product Definition? ☐

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If accredited, certified and/or registered by an independent third party, please provide a copy of your accreditation certificate with this survey response and your Digital Product Definition procedure if applicable.

For process suppliers – please provide copies of your NADCAP and/or OEM approvals (ie: Sikorsky, Boeing, Lockheed, etc.)

IF PROVIDING NADCAP AND/OR THIRD PARTY APPROVAL CERIFICATES – you do not have to complete balance of this survey, please complete name/date of preparer on bottom of page 6.

2. Please comment on Executive Management's philosophy regarding its policy and objectives for, and commitment to, quality:

Management Responsibility

(yes/no)

3. Is the quality assurance decision-making function independent from all other authority? ☐

Quality System

4. Do you maintain a Quality Manual? ☐

Revision Level: ☐ Date: ☐
Please provide copy of your manual for review

5. Do you maintain other Quality Procedures? ☐

Contract and Applicable Government/Manufacturer

Specification Review

6. Are all contracts and customer purchase orders reviewed to assure that requirements are defined and that you are capable of meeting them? ☐

Document Control

7. Do you control all documents and data that relate 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? ☐

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8. Are changes to documents authorized, approved and controlled to assure use of the correct revision? ☐

Purchasing

9. Do you select suppliers on the basis of their ability to meet your purchase order requirements? ☐

10. Are all purchasing documents reviewed and approved for adequacy of specified requirements prior to release? ☐

Process Control

11. Are all processes which directly affect quality carried out under controlled conditions? ☐

12. Do you maintain documented work instructions? ☐

13. Do you maintain documented criteria for workmanship? ☐

Inspection and Testing

14. Are all incoming shipments inspected to specification and purchase order requirements to include dimensional, chemical, physical, and process requirements? ☐

15. Are all outgoing shipments inspected to assure that all in-process inspection and testing requirements have been completed and that shipping documents are correct? ☐

Inspection. Measuring and Test Equipment

16. Do you control, calibrate, and maintain inspection, measuring, and test equipment, whether owned by the supplier, on loan, or provided by the purchaser, to demonstrate the conformance of product to the specified requirements? ☐

17. Does this system conform to ANSI/NCSL Z540-1 or equivalent? ☐

Nonconforming Material

18. Is rejected and/or discrepant material identified and segregated? ☐

19. Is there a process for reviewing and dispositioning this material? ☐

20. Is the proposed use and/or repair of material which does not conform to specified requirements reported for concession to the purchaser's Q. A.Department? ☐

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Corrective Action

21. Do you maintain a process for investigating the cause of nonconformances and determining the corrective action needed to prevent recurrence? ☐

Handling

22. Do you maintain a process to prevent damage or deterioration from improper handling? ☐

Storage

23. Do you maintain a process providing secure storage areas and stock rooms to prevent damage and deterioration of product pending use or delivery? ☐

Packaging

24. Do you maintain a process to control packing, preservation, and marking to ensure compliance to specified requirements? ☐

Delivery

25. Do you maintain a process to assure the protection of the quality of material after final inspection and test? ☐

Quality Records

26. Do you maintain a process for the identification, collection, indexing, filing, storage, maintenance, and disposition of all quality records? ☐

27. How long do you maintain quality records to demonstrate the achievement of the required quality and the effective operation of the quality system? ☐ years

28. Would you be capable of maintaining records for a minimum of 10 years? ☐

Internal Quality Audits

29. Is there an auditing procedure in place to continuously monitor the suitability and effectiveness of the quality system? ☐

30. Do you maintain a process for the identification of and provision for training requirements of all personnel performing activities which affect quality? ☐

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Statistical Techniques

31. Do you maintain a process of SPC (statistical process control) to measure the acceptability and effectiveness of all process capabilities and product characteristics? ☐

32. ADDITIONAL COMMENTS

If you answered "no" to any of the above questions, please provide additional information below:

Typed Name of Preparer **Date**

Title

Do not write below this line

(Quality) Approved By_____ **Date** _____

Approved for 2D parts only ☐ **Approved for 2D and 3D parts** ☐

Material Distributor ☐

Hardware Distributor ☐