

SUPPLIER/SUBCONTRACTOR EVALUATION WORKSHEET

Supplier: _____ Contact: _____
 Address: _____ Tel: _____
 Date: _____ Performed By: _____

Company Information

Supplier Type (Mark all that apply): Manufacturer Distributor Service(s)

Description of product/service(s) provided:

General Manager: _____	No. of Employees: _____
Quality Manager: _____	Years in Operation: _____
Years at Present Facility: _____	Facility Size (SF): _____
No. of Shifts: _____	Union (Y/N): _____
Private or Public: _____	CAGE: _____
% Capacity: _____	% Gov / % Comm: _____

Quality Survey

Answer each question below with Yes (Y), No (N) and/or Comment (C). If comment, please provide detail in Comment section below survey.

- | | | | | |
|------------------------------------------------------------------|---|---|-----|------------------------------------------------------------------------------------------------------------------------------------------------|
| Y | N | C | 1. | Does your company have and maintain ISO, AS or NADCAP certification? If yes, is it on line? If online, please provide the URL --- http://_____ |
| Note: If ISO/AS9100 certified, skip questions 2-17 below. | | | | |
| Y | N | C | 1a. | Is a copy of Quality Manual available upon request? |
| Y | N | C | 2. | Does the calibration system meet the intent of ISO 10012-1, ISO/IEC 17025 or ANSI/NCSL Z540-1? |
| Y | N | C | 3. | Are incoming inspection procedures documented? |
| Y | N | C | 4. | Are in-process inspection procedures documented? |
| Y | N | C | 5. | Are final inspection procedures documented? |
| Y | N | C | 6. | Does the supplier have written procedures for the control of drawing and contract changes? |
| Y | N | C | 7. | Does the supplier have written procedures to control the purchasing of materials, components and services? |
| Y | N | C | 8. | Are received materials segregated so as to prevent their use prior to inspection? |
| Y | N | C | 9. | Are shelf-life materials properly identified and controlled? |

- Y N C 10. Does the supplier have written procedures for controlling the storage and issuance of materials?
- Y N C 11. Are process procedures written?
- Y N C 12. Does the supplier use a packet or similar document for the control of operations during the manufacturing cycle?
- Y N C 13. Does the supplier use a checklist to verify shipping requirements, including documentation to be shipped?
- Y N C 14. Does the supplier have written procedures for controlling defective material and ensuring corrective action?
- Y N C 15. Are defective materials properly identified and segregated in a controlled area accessible only to authorized personnel?
- Y N C 16. Does the supplier have an MRB system?
- Y N C 17. Does the supplier have written procedures for the control of acceptance and rejection identification?
- Y N C 18. Does the supplier have ESD controls implemented in their process?
- Y N C 19. Is a facilities equipment list available for review?
- Y N C 20. Does the supplier have three references that they are willing to share with APC?
- Y N C 21. Is the supplier willing to supply APC with samples
- Y N C 22. Does the supplier have a documented Counterfeit Component Mitigation Process?
- Y N C 23. Does the supplier have an inventory control process to prevent co-mingling of materials from authorized and unauthorized sources?
- Y N C 24. Does the supplier have a Business Continuity Plan in place?

For all 3rd party certifications, please supply cert information below:

Cert Description	Cert #	Expiration (mm/yy)	Certifying Body

Comments:

FOR APC INTERNAL USE ONLY

Survey Type: New Supplier Annual Review (T1/T2) Requalification (3 yr.)

CERTIFICATION VERIFICATION (Verification is mandatory for new suppliers effective with Rev D)	
Has supplier quality cert been verified? (yes/no)	
Who verified?	
How verified?	

SUPPLIER RISK ASSESSMENT CRITERIA (For T1 and T2 suppliers only)

Risk Category Designation		
High Risk*	Moderate Risk	No Risk
Answered "No" on Question 1 AND Answered "No" on Question 1a OR Issues or Concerns with answers or observations	Answered "No" on Question 1 AND Answered "Yes" on Question 1a OR No or some minor Issues or Concerns with answers or observations	Answered "Yes" on Question 1 AND No Issues or Concerns with answers or observations
*Supplier may be coded High Risk if the answer to any of questions 2 through 22 on the survey are answered No in an area deemed to be critical to the material or service being purchased.		

SUPPLIER ASSIGNED RISK (T1 and T2 suppliers only)

Assigned Risk Level:	
Issues or Concerns:	

APPROVALS**:

Approval Status (A, T, C, D, X)		
Purchasing Manager	Quality Manager	Engineering Manager
Date:	Date:	Date:

Note: All Tier 1 and Tier 2 suppliers require Purchasing and Quality signatures.
 **Purchasing will determine signature requirements for Moderate Risk designations.
 **High risk designations require Engineering sign off.