

Supplier Quality Assurance Questionnaire

The purpose of this Questionnaire is to evaluate vendors and/or suppliers capabilities and to ascertain that Quality Program is in place. Answer completely as possible, if the question does not pertain to the organization being audited, than mark N/A.

I. Vendor Information

Name of Company: _____

Street Address: _____

Mailing Address: _____

City: _____ Prov. Or State: _____ Zip: _____

Country: _____ Tel: _____ Fax: _____

Subsidiary of: _____ Number of years in business _____

II. Personnel

Total number of people employed by your company: _____

Administration: _____ Engineering: _____ Production: _____ Quality: _____

Key Management Positions

	Name	Title	Phone
Management:	_____	_____	_____
QA/QC Manager:	_____	_____	_____
Engineering Manager:	_____	_____	_____
Production Manager:	_____	_____	_____
Sales Manager:	_____	_____	_____
Purchasing Manager:	_____	_____	_____

Yes No N/A

12. Is the quality performance of suppliers, manufacturers, and/or repair facilities monitored?
13. Does the Q.A. department require their vendors to have an adequate Q.A. Program?
14. Does your Q.A. department periodically inspect stock rooms?

Inspection and Testing

1. Do you have “receiving” inspection procedures?
2. Do receiving inspection records indicate acceptance or rejection of incoming materials?
3. Are incoming materials identified to the applicable purchase orders and/or material certifications?
4. Does your company maintain a secure quarantine area?

Measuring and Test Equipment

1. Do you have written procedures for controlling technical data and manuals?
2. Does the Q.A. department maintain control of test equipment and tool calibration?
3. Are calibration performed on a scheduled basis?
4. Are personally owned measuring services, gauges, and other test equipment calibrated in the same manner as company equipment?
5. Are calibration standards traceable to nationally recognized standards?

Handling, Storage, and Packaging

1. Are inspections performed on incoming and out going materials?

