DATE:

COMPANY NAME
ADDRESS

ATTENTION:

Because you are a key manufacturer/supplier, our Total Quality Management System requires us to evaluate your Quality System as part of our own commitment to Quality. This is done in order to gain confidence that the quality level you are currently providing can be maintained or improved in the future. This questionnaire is a means of gauging the content and scope of your Quality System.

Please return the completed questionnaire by mail, fax or email. We thank you in advance for your cooperation and completion of this questionnaire. Should you have any questions, please feel free to contact me.

Sincerely,

Quality Management Representative
Ultra Electronics Ocean Systems Inc.

Section 1
Business Information   Company Name:

Cage Code/FSCM No.:

Address:

City, State, Zip:

Email: _____ Telephone: _____ Fax _____

Web Site: _____   Completed By: _____

President: _____   COO: _____

Quality Manager: _____   Reports to: _____

Purchasing Contact: _____   Sales Contact: _____

DISTRIBUTOR: *What type are you?*   Authorized ☐   Franchised ☐   Stocking ☐

Quality Control System Complies With: ISO-9001 ☐   AS9100 ☐   COMMERCIAL ☐   OTHER ☐

Does the supplier have a documented Quality Management System?   YES ☐ NO ☐

Products/Services Provided:

General

(a)   Does your company agree to supply only material / items which has been obtained   YES ☐ NO ☐*
directly from the OEM manufacturer?

*If no, will your company provide advance notification and withhold delivery   YES ☐ NO ☐
pending authorization?

(b)   Is your company qualified to perform:
- Screening Tests   YES ☐ NO ☐
- Reliability Tests   YES ☐ NO ☐
- Burn-in Tests   YES ☐ NO ☐
- Modifications   YES ☐ NO ☐
- Identification Marking   YES ☐ NO ☐
- Assembly Operations   YES ☐ NO ☐

(c)   Does your company procure material to MIL Specifications?   YES ☐ NO ☐

Section 2
Quality Management System:

1. **Quality system**

   Does your company have a Quality Management System that is certified/registered to the ISO-9001 or AS9100 standards?

   Yes: ☐   No: ☐

   If YES, please submit a copy of your 3rd party Certification with this survey. And GO TO section 21 to complete the survey.

2. *Customer P.O. Processing*

   List your applicable company documentation that addresses this aspect _____
   _____

   Is there a complete review by qualified personnel to ensure that all contractual, P.O. and drawing requirements are understood and addressed?
   Yes: ☐   No: ☐

   How are customer requirements controlled and issued to responsible departments?
   (Requirements flowed down into work order instructions)
   _____
   _____

3. **Procurement & Outsource Control**

   List your applicable company documentation that addresses this aspect _____
   _____

   Do procurement documents reflect drawing / specification or customer requirements?
   Yes: ☐   No: ☐

4. **Document Control**

   List your applicable company documentation that addresses this aspect _____
   _____

   Is there a process that ensures all drawings and changes are reviewed, controlled and distributed?
   Yes: ☐   No: ☐

   Do shop orders, travelers, routing sheets, etc…indicate the most current revision level?
   Yes: ☐   No: ☐

5. **Material Control**

   List your applicable company documentation that addresses this aspect _____
   _____

   Does the supplier have capability to provide material traceability back to a lot number or date code and supports FIFO of material usage?
   Yes: ☐   No: ☐

   Is the suppliers' MRP system adequate to identify material needs in a timely manner?
   Yes: ☐   No: ☐

6. **Work Instructions**

   List your applicable company documentation that addresses this aspect _____
   _____

   Are clear instructions, visual aids and /or other drawings / specifications used to assemble products?
   Yes: ☐   No: ☐

   Are manufacturing/assembly steps identified on work orders, ops sheets, travelers, or other such method?
   Yes: ☐   No: ☐

7. **Production Resources**

   List your applicable company documentation that addresses this aspect _____
   _____

   Does the supplier have adequate resources (manpower, equipment, facility technical-knowledge) to support the operation for product supplied to UEOS?
   Yes: ☐   No: ☐

8. **Measurement & Test Equipment**

   List your applicable company documentation that addresses this aspect _____
   _____

   Are there procedures to control, calibrate and maintain inspection and test equipment?
   Yes: ☐   No: ☐

   Is all measuring and test equipment identified with calibration stickers?
   Yes: ☐   No: ☐

9. **Receiving, In-Process and Final Inspection & Test**

   List your applicable company documentation that addresses this aspect _____
   _____

   Are all incoming items inspected or accompanied by a C of C?
   Yes: ☐   No: ☐

   Is there a system for identifying the inspection status of all materials during manufacture?
   Yes: ☐   No: ☐

   Are all finished products inspected by the Quality to insure that all contract requirements have been met.
   Yes: ☐   No: ☐

   For on-site survey by UEOS rep. - Verify a final acceptance package for objective evidence. (FAI, inspection records, test data, C of C, etc…)

10. *Data & Records*

    List your applicable company documentation that addresses this aspect _____
    _____

    Are records available that provide evidence that the product has been inspected /tested?
    Yes: ☐   No: ☐

    For on-site survey by UEOS rep. - Verify that the product was manufactured to the proper drawings and specifications revisions.

11. **Corrective Action & Improvements**

    List your applicable company documentation that addresses this aspect _____
    _____

    Does the supplier have a process in place for corrective action to correct assignable causes that have resulted in discrepant materials or products?
    Yes: ☐   No: ☐

    Are discrepant materials identified and segregated?
    Yes: ☐   No: ☐

12. Packaging, Storage & Delivery

List your applicable company documentation that addresses this aspect _____
_____

Are all out going shipments checked for proper parts, qty, and paperwork?
Yes: ☐ No: ☐

For on-site survey by UEOS rep - Review how the supplier determines what packaging materials are to be used, labeling requirements, bar coding requirements and environmental protection is required. And how the supplier furnishes the required shipping documentation (packing slips, invoices, freight bills, etc…) and tracking information for each order.

13. Competency and Training

List your applicable company documentation that addresses this aspect _____
_____

Is the level of education, training or experience appropriate for the assigned tasks?
Yes: ☐ No: ☐

Are records of training maintained and current?
Yes: ☐ No: ☐

14. Technical Support

List your applicable company documentation that addresses this aspect _____
_____

Is the supplier's staff technically qualified to provide assistance in problem resolution, product enhancements, repairs and has current knowledge in the technology of their industry.
Yes: ☐ No: ☐

Does the supplier have access to all applicable specifications (Mil-Specs, IPC, etc…) and are they capable of complying to specification quality and test requirements?
Yes: ☐ No: ☐

15. Housekeeping and Facilities

List your applicable company documentation that addresses this aspect _____
_____

Is the work environment suitable for the work to be performed? (generally clean, organized, orderly, well lighted, adequate space, etc…)
Yes: ☐ No: ☐

Is the supplier familiar with Lean Mfg concepts? (cell mfg, 5S, visual factory, cycle time reduction, standardized work, etc…)
Yes: ☐ No: ☐

16. Metrics - Key Performance Indicators

List your applicable company documentation that addresses this aspect _____
_____

Does the supplier track performance metrics for Quality, Delivery and efficiencies?
Yes: ☐   No: ☐

17. Risk Management

List your applicable company documentation that addresses this aspect _____
_____

Does the supplier have knowledge / procedures for risk management?
(Contingency plans, fire protection, environmental risk plans, data back up plans, disaster recovery plans)
Yes: ☐   No: ☐

18. Customer Support /Communication

List your applicable company documentation that addresses this aspect _____
_____

How does the supplier respond to customer requests for RMAs, corrective actions and failure analysis?
Yes: ☐   No: ☐

19. Distributors   Not Applicable ☐

• Is the distributor authorized by the part manufacturer?	Yes: ☐	No: ☐
• Are on site testing / screening inspections performed?	Yes: ☐	No: ☐
• Does capability exist for repackaging of electronic parts?	Yes: ☐	No: ☐
• When requested will the distributor provide responses for corrective action?	Yes: ☐	No: ☐
• Are First In - First Out procedures utilized?	Yes: ☐	No: ☐
• Are age sensitive items identified and re-inspected /retest as required?	Yes: ☐	No: ☐
• Are certificates and traceability maintained from the part OEMs?	Yes: ☐	No: ☐

20. COTS Suppliers   Not Applicable ☐

• Are product data sheets available?	Yes: ☐	No: ☐
• Does the supplier have a documented quality system?	Yes: ☐	No: ☐
• Is the supplier capable of providing failure analysis?	Yes: ☐	No: ☐
• When requested will the COTS supplier provide responses for corrective action?	Yes: ☐	No: ☐

• Does the supplier maintain lot / batch traceability?   Yes: ☐   No: ☐

21. Special Processes

Identify those special processes that will be required to support the product to be developed / built by this supplier.

Check all that apply and note applicable specifications:

Note any NADCAP certified processes

☐ *Electrostatic Discharge Control*	☐ *Pressure Testing*
☐ *Fusion Welding*	☐ *Soldering*
☐ *Resistance Welding*	☐ *Conformal Coating*
☐ *Electron Beam*	☐ *Painting*
☐ *Brazing*	☐ *Anodize Hard Coat*
☐ *Heat Treatment*	☐ *Sand Casting*
☐ *Chemical Film*	☐ *Investment Casting*
☐ *Electro Plating*	☐ *Radiographic Inspection*
☐ *Chromate*	☐ *Plastic processing*
☐ *Magnetic Particle Inspection*	☐ *Printed Circuit Board Fabrication*
☐ *Fluorescent Penetrant Inspection*	☐ *Wave soldering*
☐ *Surface Mount Technology*	☐ *Others_____*

22. Counterfeit Parts

• Does the supplier have a Counterfeit Parts program?   Yes: ☐   No: ☐

23. Foreign Object Damage (FOD)

• Does the supplier have a FOD prevention program?   Yes: ☐   No: ☐

Please add comments you believe would assist us in our evaluation: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

STATEMENT: I attest that the information furnished herein is true and accurate to the best of my knowledge.

Signature: _____   Date: _____

Printed Name: _____

Thank you for taking the time to assist us with this information. Your cooperation ensures our complete and thorough consideration of your company for inclusion on our Approved Supplier List.

Ultra Electronics Ocean Systems – Evaluation

Reviewed By: _____

Date: _____

Comments:

_____
_____
_____
_____

Supplier Approved for Purchase (QM): ☐ Yes ☐ No

Approval Method

ISO9001/AS9100	
On-Site UEOS Survey	
Supplier Self Survey	
Supplier History	
Customer Directed Source	
QPL Supplier	
Special Process Certification	
OTHER	

UEOS QA : _____ **Date:** _____

Comments:

_____
_____
_____
_____
_____