



Supplier Quality Questionnaire

Company Name		Quality Contact Name	
Address		Email Address	
City, State, Zip Code		Phone Number	
Company Website		Sales Contact Name	
Years in Business		Sales Email Address	
% of GOV / DOD work		Sales Phone Number	
Is your facility Mercury Free? YES or NO		If no, are you able to supply and certify Mercury Free items to Hays? YES or NO	
Are you able to supply and certify material supplies to Hays is DFARS compliant? YES or NO			
Supplier Type:	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Service Provider <input type="checkbox"/> Subcontractor <input type="checkbox"/> Other: _____		
<p><i>Hays Fluid Controls, a division of Romac Industries, is proud to be a supplier to military applications and government defense suppliers. Due to the nature of our government business, we require vendors to read and sign our Quality Requirements. Please review the attachments sent with this request (specifically the QA Requirements). By signing below, you accept our Quality Requirements as written at the time of your signature. If you did not receive a copy of the QA Requirements, please reach out and request prior to signing.</i></p>			
<p>Quality Management System Information: Does your organization maintain an accredited Quality Management System (QMS)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Accreditation Type: <input type="checkbox"/> ISO 9001</p> <p><i>If yes to the above, please attach the current copy of your certificate, sign below and skip the remainder of the document.</i></p>			
Completed by		Title	Date



Completion of the following section is required if not ISO certified.

Please answer YES, NO or N/A and provide additional information as needed.

Quality Systems Questionnaire		Yes	No	N/A
1.	Do you currently have a documented Quality Management System in your organization?			
2.	Do you have a Quality Manual? If so, please return with questionnaire			
3.	Are customers allowed to come conduct audits in your facility with advanced planning?			
4.	Do you review and confirm requirements prior to order acceptance?			
5.	Do you have a document / revision control procedure in house?			
6.	Are written work instructions used to assist operators in the processes?			
7.	Do you conduct and document employee training?			
8.	Do you conduct and maintain records of inspections?			
	Incoming material inspections			
	In-process inspections			
	Final inspections			
9.	Do you have a calibration system in place?			
10.	If an out of calibration condition is identified, do you have a recall system defined?			
11.	Is your calibration equipment traceable to a control number, date calibrated and next due date?			
12.	Do you track material shelf life?			
13.	Is equipment / product stored and packaged to prevent damage on site or transit?			
14.	Do you flow down requirements to suppliers from customer PO's?			
15.	Do you track your supplier's performance?			
16.	Do you conduct internal audits? IF yes, how long do you keep records? _____ years			
17.	Is there a program in place to identify, document and segregate nonconforming product?			
18.	Is rework an option at your facility for nonconforming product?			
19.	Is there a written corrective action process?			
20.	If requested, could you offer a supplier corrective action to us (Root Cause Analysis, Corrective Action, and Actions Taken) to resolve any issues we identify with products received?			
21.	Does your organization communicate customer feedback and use it to assess satisfaction?			
22.	Do you keep records of production, inspection, etc on file? If yes, _____ for years.			

Please return to your contact at Hays Fluid Controls with the applicable documentation requested.