Supplier Quality Questionnaire

Date: _____

Company Name: _____

Address (include city/state/zip): _____

Company Website: _____

Manufacturing Address(es) (if different) _____

Quality Representative: _____ Title: _____

Email: _____ Phone: _____

Business Information:

Business Type: ☐ Sales Office ☒ Manufacturer ☐ Distributor ☐ Design ☐ Other _____

Typical products/services _____

Years in Business _____ Years at current location _____ Square footage _____ Number of Employees _____

% of business that is military or govt. work:____

	Y	N
Submitted signed 1245B (Quality requirements for purchased supplies and services) https://www.haysfluidcontrols.com/pdf/Hays_Fluid_Controls_QA_Requirements_for_%20Defense_%20Suppliers.pdf	☐	☐

If your Quality System is ISO certified, completion of sections 1 – 12 is not required.

Please return this page with a copy of your certificate and Quality Manual to Hays Fluid Controls

_____ _____ _____

Questionnaire Completed By | Title | Date

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

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

(All questions answered "NO" require explanation in section12.0)

1.0 Quality Management & Control	**Y**	**N**	
1.1 Is there a Quality Control organization in your company?	☐	☐	
1.2 Do you have a Quality Manual? **(Please attach copy)**	☐	☐	
1.2.1 Revision Level & Date _____			
1.3 Highest level of Quality System compliance			
☐ ISO 9001:2008			
☐ MIL-Q-9858A			
☐ MIL-I-45208A			
☐ Best Commercial Practice (BCP)			
☐ Other (please list) _____			
	Y	**N**	
1.4 Is there an organizational chart available? **(please attach copy)**	☐	☐	

2.0 Requirements Related to Product	**Y**	**N**	**N/A**
2.1 Are product requirements reviewed prior to commitment?	☐	☐	☐
2.2 Has it been determined that the company can meet those requirements?	☐	☐	☐
2.3 Are records being maintained of these reviews?	☐	☐	☐

3.0 Design and Document Control	**Y**	**N**	**N/A**
3.1 Are there written design review procedures?	☐	☐	☐
3.2 Are all drawings and specifications current?	☐	☐	☐
3.3 Are document revisions controlled?	☐	☐	☐
3.4 Are obsolete documents secured to prevent use?	☐	☐	☐

4.0 Process Controls	**Y**	**N**	**N/A**
4.1 Are written work instructions used?	☐	☐	☐
4.2 Are personnel trained in the processes being performed?	☐	☐	☐

5.0 Inspection and Test	**Y**	**N**	**N/A**
5.1 Do you have written inspection instructions?	☐	☐	☐
5.2 Is inspection performed for incoming product to PO requirements?	☐	☐	☐
5.3 Is in-process inspection being performed?	☐	☐	☐
5.4 Is final inspection being performed before product is shipped to customer?	☐	☐	☐
5.5 Is training of inspectors provided?	☐	☐	☐
5.6 Is material and product testing being performed where required?	☐	☐	☐
5.7 Are there written test instructions?	☐	☐	☐

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

(All questions answered "NO" require explanation in section 12.0)

6.0 Inspection Measurement and Test Equipment	**Y**	**N**	**N/A**
6.1 Is there a written calibration control plan for measurement & test equipment?	☐	☐	☐
6.2 Is there a system for periodic recall of equipment for re-calibration?	☐	☐	☐
6.3 Is calibration performed by you?	☐	☐	☐
6.3.1. If not, list calibration house(s) used: _____			
6.4 Do you keep calibration records on file?	☐	☐	☐
6.5 Is calibrated equipment traceable to a control number, date calibrated and next due date?	☐	☐	☐

7.0 Handling, Storage, Packaging and Delivery	**Y**	**N**	**N/A**
7.1 Is equipment handled to ensure that the quality of the product is maintained, and that damage, deterioration, loss and substitution are prevented?	☐	☐	☐
7.2 Is accompanying paperwork identified with traceability info (PO, Lot# etc.)?	☐	☐	☐
7.3 Is material shelf life tracked and controlled?	☐	☐	☐
7.4 Are packaging instructions available?	☐	☐	☐

8.0 Supplier Control	**Y**	**N**	**N/A**
8.1 Are all applicable requirements flowed down to sub-tier suppliers?	☐	☐	☐
8.2 Is supplier performance being tracked?	☐	☐	☐

9.0 Control of Nonconforming Product	**Y**	**N**	**N/A**
9.1 Is material that does not meet requirements segregated from other material?	☐	☐	☐
9.2 Is nonconforming material identified?	☐	☐	☐
9.3 Is approval to use or re-work nonconforming material obtained?	☐	☐	☐
9.4 Is re-worked or repaired material re-inspected for conformance?	☐	☐	☐
9.5 Is there a recall system for parts found to be non-conforming after delivery?	☐	☐	☐

10.0 Corrective Action, Feedback and Product Improvement	**Y**	**N**	**N/A**
10.1 Is there a written corrective action process?	☐	☐	☐
10.2 Are root causes determined and documented?	☐	☐	☐
10.3 Is effectiveness of corrective actions determined?	☐	☐	☐
10.4 Is data and trend analysis performed?	☐	☐	☐
10.5 Is customer feedback used?	☐	☐	☐

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

(All questions answered "NO" require explanation in section 12.0)

11.0 Control of Records	**Y**	**N**	**N/A**
11.1 Are records of inspection and test maintained on file?	☐	☐	☐
11.1.1. If yes, how long are records kept? _____			
11.2 Do these records indicate the actual measurement and/or test results, part number accepted/rejected and who performed the inspection or test?	☐	☐	☐

12.0 Comments

12.1 If you answered "**NO**" to any of the above questions, please list question number and explain below:

Please return this completed questionnaire along with applicable documentation to Hays Fluid Controls

For Hays Fluid Controls Use Only:

Quality Approval
Name: _____
Sign: _____
Title: _____
Date: _____

Procurement Approval
Name: _____
Sign: _____
Title: _____
Date: _____