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:____

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