|  |
| --- |
| **Company information:** |
| Company Name:       |
| Address:       | City:       |
| State:       | Zip:       | Phone:       | Fax:       |
|  |
| **List contact names for the following positions:**  |
| Quality Assurance:       | Ph:       | Email:       |
| Production:       | Ph:       | Email:       |
|  |
| **Primary type of business: (check category that best applies)** |
| [ ]  Manufacturer[ ]  Welding/Fabrication (In-House CWI [ ]  **Yes** [ ]  **No**)[ ]  CNC Machine Shop (5-Axis Capable [ ]  **Yes** [ ]  **No**)[ ]  Raw Materials | [ ]  Inspection, calibration or test lab. [ ]  Distributor[ ]  Special Processor (Heat Treat, Plating, etc.)[ ]  Other – please explain:       |
| **LIST PRINCIPAL PRODUCTS, PROCESSES OR SERVICES**:  |
| 1.       | 2.       | 3.       |
| 4.       | 5.       | 6.       |
|  |
| **Quality Management System registration:** |
| Is you company ITAR registered? [ ]  Yes [ ]  No (If “Yes” please provide a copy of Registration)Does the organization have a 3rd Party Registered quality management system? [ ]  Yes [ ]  NoIf yes to above, specify standard(s): **[ ]  ISO 9001 [ ]  ISO 17025 [ ]  AS9100 [ ]  NADCAP [ ]  Other:** If yes to above, do not fill out the questions on page 2 and return this page a **current copy of your certifications**.If no to above, please complete the questions on page 2. |

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| **Survey Completed By:** |
| Supplier Rep. Name:       | Date:       |

Return to Liberty Tool’s Quality Department via. email at liberty@liberty-tool.com or fax to

586-726-1377 “Attention: Supplier Management”, include page 2 as required.

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| **Gray area below is for Liberty Tool use only, do not complete.** |
| Item | Impact Description | Impact Rating for Risk |
| Product/Service | 1 = Can be done in-house, 2 = Readily Available3 = Few Sources, 5 = Critical Item |  |
| Timing | 1 = Finished Product, 2 = Partial Finished Product4 = Will affect further production |  |
| Quality System | 1=3rd Party Certified, 2 = Fully Implemented3 = Partially Implemented, 5 = None |  |
| **Total Score (Product of Ratings) Low Risk < 100, High Risk >= 100** |  |
| **Survey Reviewed By:** | **Date:** |
| **Scope added to ERP:** [ ]  Yes |
|  |
| **Is your organization currently working towards registration? Expected completion**:       [ ]  Yes [ ]  No |
| **DOCUMENTATION & RECORDS** |
|  1. Does your organization have a “document control” process that includes record retention policy/matrix? [ ]  Yes [ ]  No |
| **CORRECTIVE/PREVENTIVE ACTION** |
|  2. Is there a documented system for corrective and preventive action activities and control of their records? [ ]  Yes [ ]  No |
| **TRAINING** |
|  3. Is there a system in place to ensure that personnel receive documented training to perform their duties? [ ]  Yes [ ]  No |
| **PURCHASING & SUPPLIERS** |
|  4. Are quality requirements stated on your purchasing documents sent to suppliers? [ ]  Yes [ ]  No |
|  5. Are your suppliers evaluated for quality considerations and selected on their ability to meet requirements? [ ]  Yes [ ]  No |
| **PROCESS CONTROL** |
| 6. Would/Are all orders from Liberty Tool reviewed for requirements that may affect quality before an order  is accepted? [ ]  Yes [ ]  No |
| 7. Does the record system allow the identification of persons who perform or certified products/services? [ ]  Yes [ ]  No |
| **INSPECTION & CALIBRATION** |
| 8. Is there a documented final inspection process? [ ]  Yes [ ]  No |
| 9. Does the organization have documented procedures for the calibration of test and measuring equipment? [ ]  Yes [ ]  No |
| 10. Is the calibration system traceable to National Institute of Standards and Technology (NIST) requirements or  another recognized national standards body? [ ]  Yes [ ]  No |
| **MATERIAL CONTROL (If your company is a service only provider that doesn’t provide materials check here** **[ ]  & skip 21-27. )** |
| 21. Is there a system for obtaining and keeping certification reports for purchased material? Retained       yrs. [ ]  Yes [ ]  No |
| 22. Is all shipped product provided with material certification / certificate of conformance? [ ]  Yes [ ]  No |
| 23. Are there procedures for identifying product from receipt, during all stages of production and delivery? [ ]  Yes [ ]  No |
| 24. Is the shelf life expiration displayed on each shelf life limited item? [ ]  Yes [ ]  No |
| 25. Is nonconforming material identified and segregated to prevent unauthorized processing or mixing with  conforming materials? [ ]  Yes [ ]  No |
| 26. Does your organization have a system for handling returns, non-conformances and corrective actions? [ ]  Yes [ ]  No |
| 27. Does the organization have a system for the notification of suspected nonconformance after delivery? [ ]  Yes [ ]  No |
| **SUPPLIER COMMENTS** |
| Comments:  |  |