



DATE (M/d/yy):

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SUPPLIER QUALITY SYSTEM SURVEY

GENERAL INFORMATION

Supplier Name:		
Physical Address:		
City:	State:	Zip:
Sr. Company Official:	Title:	
Sr. Quality Official:	Title:	

PLANT PERSONNEL (TOTAL EMPLOYEES)

Production		Technical/ Engineering		Quality		Regular		Contract	
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SUPPLIER TYPE

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Distributor	<input type="checkbox"/> Other (specify):
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ASSESSMENT

Type of assessment performed:	<input type="checkbox"/> Self Assessment	<input type="checkbox"/> Lytron Assessment
Completed By:	Title:	
Recognized Quality Management System Qualifications (specify standard with date completed)		
<input type="checkbox"/> ISO	<input type="checkbox"/> AS	<input type="checkbox"/> Other
Expiration Date:	Expiration Date:	Expiration Date:
Please provide the following (check all provided documents):		
<input type="checkbox"/> Quality Objectives	<input type="checkbox"/> Quality Policy	<input type="checkbox"/> Quality Manual
		<input type="checkbox"/> Organization Chart

If the Quality Program is in compliance with ISO or AS please send a copy of the certificate and most recent audit report with this page only.

Instructions:

This survey consists of 66 questions; please check the most appropriate response. If a question does not apply to the supplier's organization, a valid reason should be given in the "Comments" section under the question. The question will not be scored for any "Not Applicable" answer.

Always True	3 points
Frequently True	2 points
Sometimes True	1 point
Never True	0 points
Not Applicable (NA)	Not Scored

The supplier's approval status is determined by dividing the raw points score by the points available for applicable questions and using the scale as follows:

Approved	70% Required Minimum
Conditionally Approved	60% Required Minimum
Approval Withheld	Less than 60%

Results of Conditionally Approved and Approval Withheld will require corrective action to obtain Approved status and possibly a follow-up on-site Assessment by Lytron, Inc. In order to utilize a supplier with either the Conditionally Approved or Approval Withheld status, approval must be granted by Quality Assurance Manager and the Purchasing Manager. These scoring requirements apply to each applicable section as well as the survey in total. Points are distributed between sections as shown below:

<u>Section</u>	<u>Description</u>	<u>Points Available</u>	<u>Points Counted</u>	<u>Points Scored</u>	<u>Percent</u>
1	Management Responsibility	9			
2	Quality System	6			
3	Contract Review	9			
4	Design Control	9			
5	Document Control	12			
6	Purchasing	9			
7	Customer Supplied Product	3			
8	Product Identification and Traceability	9			
9	Process Control	12			
10	Monitoring and Measurement of Product	12			
11	Inspection, Measuring, and Test Equipment	12			
12	Control of Non-Conforming Product	15			
13	Corrective and Preventative Action	15			
14	Handling, Storage, Packaging, Pres. and Delivery	12			
15	Quality Records	9			
16	Internal Quality Audits	18			
17	Resource Management	15			
18	Analysis of Data	3			
19	Monitoring and Measurement of Processes	9			
	Totals	198	0	0	

1	<u>MANAGEMENT RESPONSIBILITY</u>	3	2	1	0	NA
1.1	Does senior management ensure that responsibilities and authority are defined and communicated within the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Does management periodically review the quality system for effectiveness and initiate actions for improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is there a written record of the management reviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

2	<u>QUALITY SYSTEM</u>	3	2	1	0	NA
2.1	Has the quality system been accurately documented in a quality manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Do quality control plans exist for each product produced or service produced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

3	<u>CONTRACT REVIEW</u>	3	2	1	0	NA
3.1	Is there a procedure for reviewing contracts which assures that the customer requirements can be met and differences resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Is the capability to meet requirements verified prior to making a commitment to supply product to the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Are changes to contracts properly documented and communicated to affected departments within the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

4	<u>DESIGN CONTROL</u>	3	2	1	0	NA
4.1	Does the design process include records documenting inputs, outputs, verification, and validation activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Have applicable statutory and regulatory requirements been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Are design reviews held with a cross-functional team and are records of the results of the reviews maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

5	<u>DOCUMENT CONTROL</u>	3	2	1	0	NA
5.1	Is there a procedure that describes how documents and data are controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Are all required documents available to personnel operating the processes (i.e. drawings, BOM's, work instructions, spec's, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Are obsolete documents promptly removed from all points of issuance and is there a system to ensure that this process is followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Is a system established so that all document changes are reviewed and approved and is there evidence that this process is followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

6	<u>PURCHASING</u>	3	2	1	0	NA
6.1	Is there a documented process for supplier evaluation/re-evaluation and are records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Is the quality performance of suppliers recorded and reviewed to identify improvement opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Is an approved supplier list maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

7	<u>CUSTOMER PROPERTY</u>	3	2	1	0	NA
7.1	Are there written procedures for identification, storage and preservation of customer supplied property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

8	<u>PRODUCT IDENTIFICATION AND TRACEABILITY</u>	3	2	1	0	NA
8.1	Is product identity maintained throughout production operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Is product status identified by suitable means throughout production operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Is there a system in place that provides unique traceability for products delivered when required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

9	<u>PROCESS CONTROL</u>	3	2	1	0	NA
9.1	Are key product and process characteristics that directly affect quality identified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Are there a formal review and approval process and equipment prior to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Is there a preventative maintenance program for equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Have special processes been identified and a method for control established (welding, soldering, heat treating, painting, etc.?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

10	<u>MONITORING AND MEASUREMENT OF PRODUCT</u>	3	2	1	0	NA
10.1	Is there a documented procedure for verification of purchased product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Are records kept to show acceptance and rejection of incoming material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Are there documented inspection and test procedures and do they reflect equipment to be used, specification requirements, and acceptance criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4	Are there records to show that finished product has passed final test and inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

11	<u>INSPECTION, MEASURING AND TEST EQUIPMENT</u>	3	2	1	0	NA
11.1	Is all inspection, measuring, and test equipment used for product acceptance uniquely identified (label, ID, due date, etc.) and calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Are master reference standards traceable to NIST used while calibrating measuring equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Are calibration records (including gage history and a recall file) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Is there a documented procedure describing the need to perform an impact analysis when equipment is found to be out of calibration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

12	<u>CONTROL OF NON-CONFORMING PRODUCT</u>	3	2	1	0	NA
12.1	Is there a documented method to prevent inadvertent use of non-conforming product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Is there a documented procedure that defines the process to be used to rework and inspect non-conforming product and is there evidence that the procedure is followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3	Is authority defined for the disposition of non-conforming product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.4	Is there a documented procedure defining the action to be taken when non-conforming product has been detected after shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5	Is data collected on non-conforming product and analyzed for trends and improvement opportunity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

13	<u>CORRECTIVE AND PREVENTATIVE ACTION</u>	3	2	1	0	NA
13.1	Is there a system established to effectively analyze and correct customer complaints and product process nonconformance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2	Are corrective actions documented for internal and supplier non-conformance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3	Do corrective action requests result in root cause analysis for the nonconformance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.4	Is process/product performance data analyzed to identify preventative action and potential causes of nonconformities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.5	Is effectiveness of corrective and preventative actions verified through follow-up audits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

14	<u>HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY</u>	3	2	1	0	NA
14.1	Are procedures and instructions followed to ensure product quality in handling, storage, packaging and delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.2	Are age sensitive materials properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.3	Is a FIFO process used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.4	Is data collected and analyzed in regards to shipping damage to verify packaging is adequate and to improve as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

15	<u>QUALITY RECORDS</u>	3	2	1	0	NA
15.1	Is there a documented procedure to define the controls needed for the identification, storage, retention and disposition of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	Are quality records stored in a place that adequately maintains their integrity through the retention period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.3	Are quality records available to customers upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

16	<u>INTERNAL QUALITY AUDITS</u>	3	2	1	0	NA
16.1	Is there a documented procedure covering the scope, plan, schedule, frequency, and responsibility for internal auditing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.2	Are all areas of the quality system being audited periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.3	Are auditors independent of the areas being audited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.4	Are the results of the audit documented and retained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.5	Is timely corrective action taken to correct deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.6	Do internal quality audits include verification of corrective from previous audits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

17	<u>RESOURCE MANAGEMENT</u>	3	2	1	0	NA
17.1	Does the organization provide adequate resources to implement and maintain the quality management system and continually improve its effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2	Do documented training requirements exist for everyone affecting quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.3	Are qualification and training records maintained for personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.4	Is effectiveness of training verified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.5	Do special processes require certification and periodic re-certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

18	<u>ANALYSIS OF DATA</u>	3	2	1	0	NA
18.1	Is customer satisfaction data collected and analyzed to identify improvement opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

19	<u>MONITORING AND MEASUREMENT OF PROCESSES</u>	3	2	1	0	NA
19.1	Has the need for statistical techniques been identified in order to control processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.2	Is statistical process control being used where quality plans specify?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.3	Are the applied statistical techniques monitored and is corrective action taken when out of control processes are identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						