

SUPPLIER INFORMATION FORM

Company Name:	_____
Address:	_____ _____ _____ _____
Telephone:	_____
Fax:	_____
E-mail address:	_____
Contacts:	General Manager: _____
	Quality Systems Representative _____
Supplier Form Completed By:	_____

QUALITY SYSTEM

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. ISO 9001:2008 registered? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If applicable list any exemptions to ISO 9001:2008 requirements.

_____ | | | |
| 3. ISO registration planned?
If "yes", by when? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If required, is the Company's Quality Manual available for review? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Please attach a copy of the Company's ISO Certificate for review and filing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SUPPLIER INFORMATION FORM

6. Has the company worked with a recognized Quality System other than ISO?
If "yes", provide details: _____

MATERIAL CONTROL

	Yes	No	N/A
8. Qualified suppliers listed and information updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Product Inspected upon receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All mill certificates and certificates of conformance requested from supplier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Material traceability records and mill certificates available upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are records of inspection results maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Documented Non-Conformance Report system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Documented Corrective Action policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Inspection and test instruments calibrated with traceability to the National Institute of Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are procedures in place to prevent damage to material during processing and storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are procedures in place to preserve electronics discharge integrity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUPPLIER INFORMATION FORM

18. Are grounded workstations used for electronic static discharge?

ORDER PROCESSING & SHIPPING

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 19. Are customer purchase orders linked to internal work orders? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Are customer purchase orders checked against items to be shipped? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Are procedures in place to prevent damage to items during storage and processing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Are outgoing products inspected prior to shipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Are shipments inspected for inclusion of documents (i.e. test certificates, material certificates) required as part of the original order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Company Name:

INTERNAL USE ONLY

Supplier Classification	Qualified <input type="checkbox"/>	Non-Qualified <input type="checkbox"/>
-------------------------	--	--

Supplier qualification subject to the following terms:

- _____
- _____
- _____
- _____

Outstanding items completed on: _____

Form checked by: _____

Supplier qualified on: _____

Quality Manager: _____