United Dynamics, Inc.
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Shawnee, Ok. 74801
405-275-8041 Phone
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# Supplier
# Quality System Survey

Please have your Quality Department or designated representative compete this form and return with the requested documentation within five (5) working days for our review and approval.

| **Company Name** | | | **Date** |
|---|---|---|---|
| **Street Address** | | | |
| **City** | **State** | **Zip Code** | **Phone** |

**Completed By:**

**Name:** _____ **Title:** _____

**Email:** _____ **Phone:** _____

**Date:** _____

**1.** PERSONNEL

A. President/Owner_____ : Email: _____ Phone: _____
B. Purchasing Manager: _____ Email: _____ Phone: _____
C. Quality Manager: _____ Email: _____ Phone: _____
D. Sales Manager:_____ Email: _____ Phone: _____
E. Accounting Manager: _____ Email: _____ Phone: _____

Employee Breakdown:

Total Personnel: ___

1. Quality Assurance: ___
2. Manufacturing: ___
3. Engineering: ___
4. Purchasing: ___
5. Sales: ___
6. Accounting: ___
7. Other: ___

**2.** BUSINESS IDENTIFICATION

Year Business established: _____
CAGE Code: _____ DUNS Number**:** _____ NAICS Code _____

**3.** W-9 FORM

1. Complete and attach ☐

**4.** BUSINESS CLASSIFICATION

☐ Large ☐ Small ☐ Non-Profit ☐ **F**oreign/Other
Certification Number _____ Certification Date _____
☐ Woman Owned ☐ Disadvantaged (including Minority Owned) ☐ Veteran Owned
☐ Service Disable Veteran Owned ☐ Ability One Non-profit Agency
☐ Alaskan Native Corporations and Indian Tribes ☐ HUB Zone
☐ 8(a) Certified ☐ Historical Black Colleges and Universities / Minority Institutions

**5.** FACILITIES INFORMATION

1. Number of Buildings: _____
2. Type:_____
3. Total Floor Space: _____ sq. ft.

**6.** SUPPLIER TYPE

☐ Manufacturer/OEM ☐ Distributor ☐ Broker/Independent ☐ Service ☐ Other/Please Specify _____

**7.** SERVICES SUPPLIED

| | Service | YES (X) | NA | Specification/Standard Used |
|---|---|---|---|---|
| 1 | Brazing | ☐ | ☐ | |
| 2 | Chemical Processing | ☐ | ☐ | |
| 3 | Coating | ☐ | ☐ | |
| 4 | Heat Treating | ☐ | ☐ | |
| 5 | Material Testing | ☐ | ☐ | |
| 6 | Other; Specify | ☐ | ☐ | |
| 7 | Painting | ☐ | ☐ | |
| 8 | Radiation Testing | ☐ | ☐ | |
| 9 | Welding | ☐ | ☐ | |

**8.** PRODUCTS SUPPLIED

Type of product currently being supplied or considered:

_____
_____
_____
_____

**9.** QUALITY MANAGEMENT SYSTEM

1. Is your Quality System Certified by an accredited registrar? ☐ Yes ☐ No
2. Which one? _____

Certifications:

☐ AS9100 Expiration Date: _____
☐ Boeing DPD Expiration Date: _____
☐ FAA Expiration Date: _____
☐ ISO9001 Expiration Date: _____
☐ Nadcap Expiration Date: _____
☐ Other Expiration Date: _____

3. If your company is not certified, are you actively pursuing certification? ☐ Yes ☐ No
   Targeted Date: _____
4. Who is in charge of your Quality Management System? _____
5. Are internal auditors trained by an accredited trainer? _____

**NOTICE**

- **IF YOU ARE CERTIFIED TO AS9100 OR ISO9001 STOP HERE, RETURN THESE TWO PAGES, ALONG WITH YOUR CERTIFICATIONS, AND A COMPLETED W-9 FORM**
- **IF YOUR COMPANY IS NOT REGISTERED TO AS9100 OR ISO9001, COMPLETE ALL PAGES 1-6, AND RETURN WITH A COMPLETED W-9 FORM**

| No. | Supplier Quality Management System Requirements | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Does the organization have an established and documented quality management system that includes a Quality Manual and Quality Policy? | ☐ | ☐ | ☐ |
| 2 | Does the organizations' management review, monitor and measure the quality management system yearly as a minimum? | ☐ | ☐ | ☐ |
| 3 | Has documented procedures been established for the quality management system or referenced to them? | ☐ | ☐ | ☐ |
| 4 | Are documents & records controlled? | ☐ | ☐ | ☐ |
| 5 | Is there a procedure that defines the controls needed to approve documents for adequacy prior to issue and to review & update as necessary? | ☐ | ☐ | ☐ |
| 6 | Are records established and maintained to provide evidence of conformity and effectiveness of the quality management system? | ☐ | ☐ | ☐ |
| 7 | How long are records maintained and available for review by customers? Please specify in years (minimum of 10 years). | ☐ | ☐ | ☐ |
| 8 | Has management appointed a member of management having independent responsibility & authority for ensuring the quality management system processes are established, implemented and maintained? | ☐ | ☐ | ☐ |
| 9 | Are appropriate training records of education, skills and experience maintained? | ☐ | ☐ | ☐ |
| 10 | During product realization, does the organization establish processes, documents and provide resources specific to the product? | ☐ | ☐ | ☐ |
| 11 | Are records available to validate evidence that processes and product meet requirements? | ☐ | ☐ | ☐ |
| 12 | Does the organization determine the requirements specified by the customer including those not stated by the customer but necessary for specified or intended use where known? | ☐ | ☐ | ☐ |
| 13 | Does the organization review all requirements related to the product prior to the commitment to supply a product to the customer? | ☐ | ☐ | ☐ |
| 14 | Are all requirements defined and differences resolved prior to processing? | ☐ | ☐ | ☐ |
| 15 | Where product requirements are changed, does the organization ensure the relevant documents are amended, that the change is properly documented and authorized, and that personnel are aware of the change requirements? | ☐ | ☐ | ☐ |
| 16 | Are inputs relating to product requirements determined and records maintained? | ☐ | ☐ | ☐ |
| | **Design & Development** | | | |
| 17 | Is verification performed to ensure the design and development outputs have met the design and development input requirements? | ☐ | ☐ | ☐ |
| 18 | Where tests are required for verification and validation, are these controlled, reviewed and documented to ensure the acceptance criteria are met? | ☐ | ☐ | ☐ |
| 19 | Are design and development changes identified and records maintained? | ☐ | ☐ | ☐ |
| 20 | Does the design and development change procedure provide for customer approval when required by contract? | ☐ | ☐ | ☐ |
| | **Purchasing** | | | |
| 21 | Does the organization ensure purchased products conform to the specific purchase requirements? | ☐ | ☐ | ☐ |
| 22 | Are suppliers evaluated and selected based on their ability to supply products in accordance with documented requirements? | ☐ | ☐ | ☐ |
| 23 | Are supplier criteria for selection, evaluation and re-evaluation established and documented? | ☐ | ☐ | ☐ |
| 24 | Are records of the evaluations and any actions as a result of the evaluations maintained? | ☐ | ☐ | ☐ |
| 25 | Is a register of approved suppliers maintained, including the scope of approval? | ☐ | ☐ | ☐ |
| 26 | Are suppliers reviewed periodically and the reviews used to establish levels of controls to be implemented? | ☐ | ☐ | ☐ |
| 27 | Does the organization define the necessary actions to take when dealing with suppliers that do not meet requirements? | ☐ | ☐ | ☐ |
| 28 | Do both the organization and all suppliers use customer-approved special process sources | ☐ | ☐ | ☐ |

| | | | | |
|---|---|---|---|---|
| | where required? | | | |
| 29 | Does the function having the responsibility for approving supplier quality systems have the authority to disapprove the use of sources? | ☐ | ☐ | ☐ |
| | **Supplier Quality Management System Requirements** | | | |
| 30 | Does the purchasing authority describe the product to be purchased including the requirements for approval, procedures, process, personnel qualifications requirements & quality management system requirements? | ☐ | ☐ | ☐ |
| 31 | Does the purchasing authority flow down all customer and quality system requirements including right of access by the organization, their customers and authorities to all facilities involved in the order? | ☐ | ☐ | ☐ |
| 32 | Are the requirements relative to notification of nonconforming product and arrangements for approval of supplier nonconforming material flowed down to the supplier? | ☐ | ☐ | ☐ |
| 33 | Are customer designated special requirements including key characteristics flowed down to the supplier? | ☐ | ☐ | ☐ |
| 34 | Does the supplier establish and implement inspection necessary to ensure the purchased product meets all specific purchase requirements including objective evidence of the quality of the product and does this include certificates of conformance, test reports, supplier audits, inspection upon receipt and delegation of verification to the supplier of supplier certification? | ☐ | ☐ | ☐ |
| 35 | Is the purchased product held until it has been verified as conforming to requirements unless released under a positive recall procedure? | ☐ | ☐ | ☐ |
| 36 | Where test reports are used to verify purchased product, is the data acceptable per applicable specification? | ☐ | ☐ | ☐ |
| | **Planning** | | | |
| 37 | Does planning consider the establishment of process controls, in-process verification points and use of tooling so that variable measurements can be taken? | ☐ | ☐ | ☐ |
| 38 | Is the production planned and carried out under controlled conditions? | ☐ | ☐ | ☐ |
| 39 | Does the controlled conditions include characteristics of the product, work instructions, used of suitable equipment and availability & use of measuring & measuring devices? | ☐ | ☐ | ☐ |
| 40 | Do the controlled conditions also consider release, delivery and post-delivery activities? | ☐ | ☐ | ☐ |
| 41 | Do the controlled conditions include accountability for parts quantities, split orders and nonconforming material and product? | ☐ | ☐ | ☐ |
| 42 | Do the control conditions show evidence that all manufacturing & inspection operations have been completed as planned? | ☐ | ☐ | ☐ |
| 43 | Do provisions exist for the prevention, detection and removal of foreign objects (FOD)? | ☐ | ☐ | ☐ |
| 44 | Do provisions exist for workmanship criteria such as written standards, samples or illustrations? | ☐ | ☐ | ☐ |
| 45 | Are production operations carried out with approved data such as drawings, process flow charts, mfg. plans, travelers, routers, process cards and inspection documents? | ☐ | ☐ | ☐ |
| | **Process Control** | | | |
| 46 | Are persons authorized to approve production process changes identified? | ☐ | ☐ | ☐ |
| 47 | Are changes affecting processes, production equipment, tools and programs documented? | ☐ | ☐ | ☐ |
| 48 | Are the results of changes to production processes assessed to confirm the desired effect has been achieved without adverse effects to quality? | ☐ | ☐ | ☐ |
| 49 | Are equipment, tools and programs validated prior to use and maintained & inspected periodically including verification of first articles produced prior to production? | ☐ | ☐ | ☐ |
| 50 | Are processes, including special processes, where the resulting output cannot be verified by subsequent monitoring, validated for production? | ☐ | ☐ | ☐ |
| 51 | Are these special processes qualified and approved prior to use? | ☐ | ☐ | ☐ |
| | **Identification & Traceability** | | | |
| 52 | When appropriate, has the product been identified throughout production realization? | ☐ | ☐ | ☐ |
| 53 | Where acceptance authority media are used (stamps, electronic signatures, passwords, etc.) has documented controls for the media been established? | ☐ | ☐ | ☐ |
| 54 | Does the quality management system provide the level of traceability required by contract | ☐ | ☐ | ☐ |

| | | | | |
|---|---|---|---|---|
| | with batch/lot traceability maintained, assembly and components traceability maintained and a sequential record of its production maintained and retrievable? | | | |
| 55 | Has customer property been verified, identified, protected and safeguarded for use? (This can include intellectual property including customer furnished data used for design, production or inspection.) | ☐ | ☐ | ☐ |
| | **Supplier Quality Management System Requirements** | | | |
| 56 | Have methods been defined to identify and record customer products lost, damaged or otherwise made unusable and to report such occurrences to the customer? | ☐ | ☐ | ☐ |
| 57 | Does the organization account for preservation of the product and all constituent parts of the product? | ☐ | ☐ | ☐ |
| 58 | Is there special handling for sensitive products such as electro-static discharge prevention for electronic components? | ☐ | ☐ | ☐ |
| 59 | Does preservation include shelf life control and special handling of hazardous materials? | ☐ | ☐ | ☐ |
| | **Monitoring & Measurement** | | | |
| 60 | Does the organization maintain a register of monitoring and measuring devices and define process for calibration including equipment type, unique identifier, location, frequency of checks, method and acceptance criteria? | ☐ | ☐ | ☐ |
| 61 | Is personally owned equipment subject to the same procedures as company owned equipment? | ☐ | ☐ | ☐ |
| 62 | To ensure valid results, is the measuring equipment calibrated or verified at specified intervals, or prior to use, against traceable recognized measurement standards? | ☐ | ☐ | ☐ |
| 63 | Is the measurement equipment identified as to calibration status and safeguarded from adjustments that would invalidate measurement results? | ☐ | ☐ | ☐ |
| 64 | Are there provisions in place to assess and record the validity of previous measuring results when the equipment has been found not to conform to calibration requirements? | ☐ | ☐ | ☐ |
| 65 | Is there a defined method or course of action prescribed to take on equipment and any product affected? | ☐ | ☐ | ☐ |
| 66 | Are records of the results of calibration and verification maintained? | ☐ | ☐ | ☐ |
| 67 | Are statistical process controls in place and are they being used? | ☐ | ☐ | ☐ |
| 68 | Does the organization determine tracking methods and measure customer perception to whether customer requirements have been met? | ☐ | ☐ | ☐ |
| | **Internal Audits** | | | |
| 69 | Are internal audits conducted at planned intervals to measure and determine whether the quality management system conforms to the required standards and how well it is effectively implemented and maintained? | ☐ | ☐ | ☐ |
| 70 | Does the audit program address auditor selection and training to ensure objectivity and impartiality of the audit process? | ☐ | ☐ | ☐ |
| 71 | Does the responsible management for those areas being audited ensure actions are taken without delay to eliminate identified nonconformities and their causes? | ☐ | ☐ | ☐ |
| 72 | Do follow-up audits include verification of the actions taken and reporting of these verification results? | ☐ | ☐ | ☐ |
| 73 | Are suitable methods for monitoring and measuring the quality management system in place? | ☐ | ☐ | ☐ |
| 74 | When planned results are not achieved, is correction and corrective action taken where required to ensure product conformity? | ☐ | ☐ | ☐ |
| 75 | Where process nonconformity has been identified, does the organization take appropriate action to correct the process, evaluate whether the process nonconformity has resulted in product non conformity and identify & control the nonconforming product? | ☐ | ☐ | ☐ |
| | **Product Measurement** | | | |
| 76 | Is the product monitored and measured to verify product requirements? | ☐ | ☐ | ☐ |
| 77 | Is this performed at appropriate stages during the product realization process in accordance with planned arrangements? | ☐ | ☐ | ☐ |
| 78 | Where key characteristics have been identified, are they monitored and controlled? | ☐ | ☐ | ☐ |
| 79 | Where sampling inspection is used as a means of product acceptance, is it statistically valid, | ☐ | ☐ | ☐ |

| | | | | |
|---|---|---|---|---|
| | appropriate for use, and preclude acceptance of lots with known nonconformities? What plan do you use? | | | |
| 80 | Is product held until inspected and verified as conforming to requirements, except when released under positive recall procedures pending completion of required measurement and monitoring activities? | ☐ | ☐ | ☐ |
| 81 | Is the evidence of conformity with the acceptance criteria maintained and do the records indicate the person(s) authorizing release of product? | ☐ | ☐ | ☐ |
| **Supplier Quality Management System Requirements** | | | | |
| 82 | Are measurement requirements for product acceptance documented? | ☐ | ☐ | ☐ |
| 83 | Do test records show actual test result data when required by the acceptance test plan? | ☐ | ☐ | ☐ |
| 84 | Does the system provide for a process to inspect, verify and document a representative item from the first production run of a new part or following any change that invalidates the first article result? | ☐ | ☐ | ☐ |
| 85 | Is product not conforming to requirements identified and controlled to preclude its unintended use of delivery? | ☐ | ☐ | ☐ |
| 86 | Are controls, responsibilities and authorities defined in a documented procedure for dealing with nonconforming product? | ☐ | ☐ | ☐ |
| 87 | Does the system require taking action to eliminated detected non-conformances? | ☐ | ☐ | ☐ |
| 88 | Is the product dispositioned for scrap conspicuously marked and positively controlled until physically rendered unusable? | ☐ | ☐ | ☐ |
| 89 | Are records maintained as to the nature of nonconformities, subsequent actions taken, including concessions obtained? | ☐ | ☐ | ☐ |
| 90 | When corrected, are nonconformities subject to re-verification to demonstrate conformity to the requirements? | ☐ | ☐ | ☐ |
| 91 | Is appropriate action taken to address nonconformities detected after delivery or use? | ☐ | ☐ | ☐ |
| 92 | Is action taken to eliminate the cause of nonconformities to prevent recurrences? | ☐ | ☐ | ☐ |
| 93 | Is there documented procedure defining the requirements to review, determine the causes, evaluate, determine & implementing action needed, recording results of actions taken and reviewing corrective action taken in regards to nonconformities? | ☐ | ☐ | ☐ |
| 94 | Is there a documented procedure to define the requirements for flow down of corrective action to a supplier where it has been determined the supplier is responsible for the root cause and specific actions where timely and effective corrective actions are not achieved? | ☐ | ☐ | ☐ |

**UNITED DYNAMICS, INC. APPROVAL**

**Quality Manager:** _____ **Approval:** _____

**Procurement Manager:** _____ **Approval:** _____

**UNITED DYNAMICS, INC.**
**Risk Assessment completed and in file** ☐