



Vendor Survey

Please complete this form and return via email to Amanda Reade Sturgeon at asturgeon@reade.com or by fax 401-433-7001

Be sure to attach a copy of your Quality Policy, Mission Statement, Organization Chart, and (if certified) your Quality System Certification. If you have any questions about this survey you may contact Amanda Reade Sturgeon at 401-433-7000 or asturgeon@reade.com

Thank you and we look forward to doing business with you!

Please indicate if this is:

Initial Evaluation _____ **Periodic Update** _____

Company Info

Vendor Name	Are you a: Manufacturer Distributor Other:
Facility Address (Not a PO Box)	
Materials offered/Capabilities	

Who in your organization is responsible for Quality?

Name	Title	Email	Phone
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Survey Completed By

Name	Title	Date
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Please indicate below if your Company has a formal procedure for compliance to any of the following Government Regulations (Please check all that apply):

<input type="checkbox"/> DFARS	<input type="checkbox"/> ITAR Certified	<input type="checkbox"/> REACH
<input type="checkbox"/> ROHS	<input type="checkbox"/> Export Controls	<input type="checkbox"/> Conflict Minerals

Is your company is registered to any recognized Quality Program or System? (ie ISO-9001:2015, AS9100, ASME, API, NADCAP, etc.) If so, please identify _____

If you answered yes to above, please attach the certificate and move to Section 2 (see the last page), you do not need to complete Section 1. If no, please complete Sections 1 & 2.

Section 1

A. Management

- | | Yes | No | N/A |
|---|-------|-------|-------|
| 1. Are internal audits performed to determine compliance to the QMS and written procedures? | _____ | _____ | _____ |
| 2. Do you maintain a written Quality Manual or similar document that defines key procedures, operation and/or specifications? If so, is that Manual or document available for review by your customers? | _____ | _____ | _____ |
| 3. Has Management defined the authority & responsibility of personnel related to who may: make process changes, approve product for shipment, release purchased supplies into shop, stop production?
<i>If so, identify those people here:</i> | _____ | _____ | _____ |
| 4. Does your Company's Management hold a periodic review of your Quality System and the Company's ability to meet customer needs?
<i>If so, identify those people here:</i> | _____ | _____ | _____ |

B. Quality System & Planning

- | | | | |
|---|-------|-------|-------|
| 1. Are there periodic tests conducted to verify accuracy of certificates and test materials? | _____ | _____ | _____ |
| 2. Is there some type of overview of your Quality System / Operations so that all personnel may understand how they interface with other internal departments and external customers? | _____ | _____ | _____ |
| 3. Do you believe all employees understand your Company's System? | _____ | _____ | _____ |
| 4. Do you have a developed plan for how an order shall be handled? | _____ | _____ | _____ |

C. Order Review

Before starting work on an order, does someone review it to ensure:

- | | | | |
|--|-------|-------|-------|
| 1. That the order requirements are adequate, understood, and agreeable? | _____ | _____ | _____ |
| 2. That there are no differences or conflicts in the order to be resolved? | _____ | _____ | _____ |
| 3. Ensure that you have the latest customer/industry specifications on hand? | _____ | _____ | _____ |
| 4. That your company is capable of meeting the requirements of the order?
<i>If so, please describe how you achieve this:</i> | _____ | _____ | _____ |

D. Design

- | | | | |
|---|-------|-------|-------|
| 1. Does your company perform Design Work as part of its business? | _____ | _____ | _____ |
| 2. If so, are Design Inputs / requirements documented and reviewed before start? | _____ | _____ | _____ |
| 3. If so, are Design Reviews / Verifications held & documented with the customer? | _____ | _____ | _____ |

E. Document Control

- | | | | |
|--|-------|-------|-------|
| 1. Do you have a system to control the issuing and recalling of prints / specs? | _____ | _____ | _____ |
| 2. Are customer furnished drawings / specs controlled and kept Confidential? | _____ | _____ | _____ |
| 3. Is there a system to control / approve all document / print changes before use? | _____ | _____ | _____ |

F. Purchasing

- 1. Do you evaluate your sub-contractors and select vendors on performance? _____
- 2. Do you maintain an Approved Vendor List? _____

G. Customer-Supplied Material

- 1. Do you maintain special storage areas for customer-supplied material? _____
- 2. Are records kept of use / loss of customer material & reports made to customers? _____

H. Traceability

- 1. Do you have & use a system of lot or batch production & traceability? _____

I. Process Control

- 1. Do you have written instruction for processes / services that impact Quality? _____
- 2. Has your Company documented a Criteria of Workmanship that is expected? _____
- 3. Is process equipment serviced under suitable Preventative Maintenance? _____
- 4. If your Company operates any Special Processes (ie where results cannot be fully verified like welding, plating, etc.) do you:
 - a. Use / Rely on Qualified Operators who have received training and testing? _____
 - b. Use / Rely on periodic destructive tests to Qualify Special Processes? _____

J. Inspection and Testing

- 1. Do you review / inspect received purchased goods before release for use? _____
- 2. Are Final Inspections or Inspection Plan Reviews performed and the results recorded? _____
- 3. Do you require In-Process Inspections with specific data recorded? _____
- 4. Are Inspection & Test Records retained & traceable to each lot or batch? _____

K. Inspection and Test Equipment

- 1. Do you have a formal (documented) equipment / gage calibration program? _____
- 2. Do all gages / instruments carry a tag denoting *Calibrated & Next Calibration Due*? _____
- 3. May employees use their own personal gages outside your calibration system? _____

L. Inspection and Test Status

- 1. Is there a system that denotes which materials have Passed & Failed? _____

M. Nonconforming Material

- 1. Are non-conformances recorded & reported to the customer? _____
- 2. Do you have a system that clearly identifies & separates NCR material? _____

N. Corrective Action / Preventative Action

- 1. Do you have a system for implementing Corrective/Preventative Action? _____

2. In a Customer Complaint, do you share the 'Corrective Action' with the customer? _____

3. Are records kept of Corrective / Preventative Actions in case they impact material Quality? _____

O. Handling, Packaging, Shipping & Delivery

1. Are good handling practices used to preserve the integrity of material and product through-out the manufacturing process? _____

2. Does Quality Control verify conformance of out-going shipments to applicable preservation, packaging, making and shipping? _____

P. Training

1. Do you ensure that personnel are Qualified to perform assigned tasks? _____

2. Do you offer Training Courses & keep records of Training / Qualifications? _____

Q. Control of Quality Records

1. Do you keep Closed Order Files with Inspection Data showing conformance? _____

2. Are these and other Quality Records legible, stored safely and retrievable? _____

R. Internal Quality Audits

1. Do you have a system of Internal Quality Audits with recommended actions? _____

2. Are Audit results recorded & followed up to ensure Corrective Actions are made? _____

**Section 2
Checklist for Reade / Vendor Partnership**

	Vendor Verification	Reade Verification
Approved / Valid NDA in place where applicable	_____	_____
Reade Quality requirements have been flowed down and are understood by vendor	_____	_____
All material identification & traceability will be maintained	_____	N/A
All material and certificates of analysis/conformances will be verified for accuracy prior to release for the customer, and will be included in shipment	_____	N/A
All Quality Records will be maintained per Reade requirements	_____	X

Reade Management Approval: _____ Approval Date: _____