

SUPPLIER QUALITY SYSTEM SURVEY

Express Metal Aerospace, Inc.

Supplier Name:			Address			
City	State	Zip	Phone	Fax	E Mail	
Surveyed by:		Date:	Initial <input type="checkbox"/>	Periodic <input type="checkbox"/>	Commodity	
Co Officer		QA Mgr.	# of Employees	Production	Quality	
Check Applicable Boxes:		SURVEY TYPE:		SURVEY CLASSIFICATION:		
For EMA use Only		<input type="checkbox"/> Self Evaluation		<input type="checkbox"/> Distributor		
Approved <input type="checkbox"/>		<input type="checkbox"/> On-Site Evaluation		<input type="checkbox"/> Processor		
Disapproved <input type="checkbox"/>				<input type="checkbox"/> Manufacturer		
Conditional <input type="checkbox"/>				<input type="checkbox"/> Other		
<p>INSTRUCTION: Suppliers performing a self evaluations of their Quality System must sign the Quality System Self Evaluation Statement at the end of the survey. IF 3RD PARTY REGISTRATION CERTIFICATE IS AVAILABLE ATTACH CERTIFICATE AND DISREGARD BELOW QUESTIONS. SIGN AND RETURN SURVEY.</p>						
5.6	MANAGEMENT RESPONSIBILITY			YES	NO	N/A
	A. Does Supplier have a documented Quality Policy and Manual?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Does Supplier have an organization chart or equivalent reflecting current company operations?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Does quality have access to top management in the resolution of quality problems?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	QUALITY SYSTEM			YES	NO	N/A
	A. Does Supplier have a Quality Manual and/or Quality procedures? What standard or specification do they meet? _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is the manual periodically reviewed & revised?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Is the manual available to all relevant personnel mentioned in the manual?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1	CONTRACT REVIEW			YES	NO	N/A
	A. Are purchase orders reviewed to ensure that all customers requirements can be met.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. List which personnel responsible for review. _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	DOCUMENT AND DATA CONTROL			YES	NO	N/A
	A. Do Supplier's procedures/instructions identify document control system?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are current issues of documents available to Manufacturing and Quality?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Are obsolete drawings and specifications systematically recalled from points of use ?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are customer changes/modifications incorporated?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4.2	PURCHASING			YES	NO	N/A
	A. Are capabilities of procurement sources evaluated prior to procurement of items?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is a list of approved sources maintained and periodically updated?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Do purchase documents contain enough information to clearly identify the product ?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are the purchasing documents reviewed by and approved by QC prior to release?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Have quality requirements to minimize the risk of being supplied counterfeit parts.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7.5.4	CONTROL OF CUSTOMER-SUPPLIED PRODUCT	YES	NO	N/A
	A. Does Supplier's procedures/instructions define control of customer-supplied product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is customer notified of damaged or nonconforming customer-owned material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5.3	PRODUCT IDENTIFICATION AND TRACEABILITY	YES	NO	N/A
	A. Does Supplier's procedures define methods of identification and traceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is the product identified throughout production? How?-_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Are individual products or batches uniquely identified? (is heat lot ID maintained)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1	PROCESS CONTROLS	YES	NO	N/A
	A. Are production processes planned by using shop travelers or route cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Does Supplier have procedures ensuring that all processes are controlled? (work instructions, trained personnel, workmanship standards, process parameters?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Are the special processes monitored on a continuous basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. When required are only customer approved special process sources used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Are records kept demonstrating the qualification of special processes, operations, personnel, and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	INSPECTION AND TESTING	YES	NO	N/A
	A. Does Supplier have written procedures for: (Please check applicable boxes).			
	<input type="checkbox"/> Receiving Inspection <input type="checkbox"/> In-Process Inspection and Test <input type="checkbox"/> Final Inspection			
	B. Does Quality specify required inspections and tests, and keep records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Is incoming material properly identified and controlled until inspection acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are nonconforming materials identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Does final inspections assure that all inspections and tests have been performed and the product meets specified requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. Are records maintained and available for all inspection and test operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT	YES	NO	N/A
	A. Does Supplier maintain procedures/instructions for control, calibration, and maintenance of inspection, measuring, and test equipment per ISO10012-1?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Do procedures/instructions define frequency of calibrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Does calibration system provide traceability to national standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are employee owned tools and gages utilized for production acceptance calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Is the calibration status of the equipment uniquely identified by a suitable indicator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5.3A	INSPECTION AND TEST STATUS	YES	NO	N/A
	A. Does Supplier's procedures/instructions detail what methods are to be used to identify the inspection/test status of the conforming/nonconforming product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is the inspection status maintained throughout the production process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	CONTROL OF NONCONFORMING PRODUCT	YES	NO	N/A
	A. Does Supplier maintain procedures/instructions for controlling nonconforming product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	B. Does the nonconformance system provide for the identification, documentation, evaluation, segregation, and notification of EMA for nonconforming material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Does Supplier understand MRB limitations on any item produced for EMA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5.2	CORRECTIVE AND PREVENTIVE ACTIONS	YES	NO	N/A
	A. Does Supplier maintain procedures/instructions for corrective/preventive actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Do records show investigation of the root cause(s) of nonconformances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Do records indicate root cause problems been corrected to prevent recurrence of nonconformances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Do records show evaluation and effectiveness of corrective action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5.5	HANDLING, STORAGE, PACKAGING, PRESERVATION, AND DELIVERY	YES	NO	N/A
	A. Do methods exist to prevent damage and deterioration of the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Does Supplier have designated storage areas with controlled access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Does the Supplier control packing, and marking processes to EMA requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.4	CONTROL OF QUALITY RECORDS	YES	NO	N/A
	A. Does Supplier maintain control of Quality records identifiable to the appropriate product including, pertinent subcontractor records ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are retention times documented? How long? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Are records readily retrievable and legible and accessible to EMA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2.2	INTERNAL QUALITY AUDITS	YES	NO	N/A
	A. Does Supplier have a defined internal audit schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Does Supplier maintain records of audit reports, corrective actions taken, and effectiveness of those actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	TRAINING	YES	NO	N/A
	A. Does Supplier maintain procedures for identifying training needs for personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are records maintained identifying individual training results?			
	STATISTICAL TECHNIQUES	YES	NO	N/A
	A. Does Supplier maintain a documented SPC program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. If not are SPC techniques being developed? Implementation date? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SELF-EVALUATION SURVEY PARTICIPANTS

I certify the above Self-Evaluation Survey has been completed in accordance with our Quality Assurance procedures and is accurate and correct. General Terms & Conditions have included and been reviewed.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Please return to:

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