



AC Incorporated
1085 Jordan Road
P.O. Box 17069
Huntsville, AL. 35810-7069

SUPPLIER SELF SURVEY CHECKLIST

Please fill out this Self Survey for all questions that pertain to your quality assurance system, attach certifications if applicable and return this to the above address within 30 days upon receipt to Att: Quality Systems Manager

Company Name: _____ Date: _____
Address: _____

Phone: _____ Fax: _____ Email: _____

Senior Company Officials:

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

Principle Products supplied:

Total number of employees:	_____	Number of QA/QC	_____
Number of plants:	_____		
Plant size:	_____		_____
	_____		_____

Manufacturing Capabilities:

Machining type:	_____	Forging:	_____
Wood Products:	_____	Assemblies & Type:	_____
Stamping:	_____	Injection Molding:	_____
Jig/fixtures:	_____	Castings:	_____
AN/MS Hardware:	_____	Fabric & Type:	_____
Other:	_____		

Processing Capabilities:

Magnetic Particle Inspect:	_____	Penetrant Inspect:	_____	Ultra Sonic Inspect:	_____
Resistance Welding:	_____	X-Ray:	_____	Brazing:	_____
Fusion Weld:	_____	Soldering:	_____	Spot Weld:	_____
Paint:	_____	Heat Treat:	_____	Plating:	_____
Other:	_____				

Quality System Certifications:

ISO 9001:2008	_____	AS9100 & Rev	_____	NCSL Z540.3	_____
UL & Type:	_____	TS 16949 & Rev	_____	ISO 17025	_____
BS EN 9120	_____	BS EN 9121	_____		

NADCAP Process, List:

Yes No

1.0 Responsibility:

1.1 Does your company have a current Quality Manual:

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2.0 Inspection and Testing Documentation:

2.1 Are all work instructions clear, concise & up to date?

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2.2 Are there instructions for examinations & testing of raw materials, work in process, and completed hardware as required by specification or contract?

2.3 Does the instructions provide criteria for acceptance and rejection?

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3.0 Records:

3.1 Do you maintain adequate records of all examinations and test?

3.2 Do you maintain a listing for records and time of retainment?

3.3 Are contract reviews on file?

3.4 Are customer Purchase Orders on file?

3.5 Are Internal Audits on file?

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4.0 Corrective and Preventive Action:

4.1 Is there evidence that shows the corrective action system is effective?

4.2 Is there evidence that the Preventive Action system is being utilized?

4.3 Is there evidence that suppliers are being issued SCAR's?

4.4 Is there a procedure to notify the customer, when suspect materials have been sent?

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5.0 Drawing & Change Control:

5.1 Does the inspection system provide procedures, which assure that only the latest applicable drawings, specifications and instructions, including all approved changes are used for fabrication, examination and testing?

5.2 Does the system have an applicable method to remove obsolete drawings and specifications from all points of use?

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6.0 Measuring and Test Equipment:

6.1 Are the gauges, testing and measuring equipment, which are necessary to assure that products meet technical requirements available and, are procedures available for their use?

6.2 Is test and measuring equipment on a re-call schedule?

6.3 Are the required certified measurement standards available and are there certs on file?

6.4 Is tooling which is used as inspection equipment proofed for accuracy at defined intervals?

6.5 Is a procedure in place to identify a re-call system for inspection equipment/tooling if they are found to be in error?

6.6 Are personal owned tools/gages in the re-call system?

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Yes No

7.0 Special Process Controls:

- 7.1 Are there procedures in place for Special Processes?
- 7.2 Do the Special Processes have suggested parameters?
- 7.3 Is SPC used in the control of these Special Processes?

8.0 Inspection Status:

- 8.1 Do you have an effective system that identifies finished product?
- 8.2 Are inspection stamps traceable to employee of finished hardware or material?

9.0 Government or Customer owned/supplied material/hardware:

- 9.1 Do you inspect CFM upon receipt?
- 9.2 Do you have a procedure for storage and periodic inspection of CFM?
- 9.3 Is all CFM properly identified and protected from unauthorized use or damage?

10.0 Non Conforming Material:

- 10.1 Do you have a system that controls non conforming material?
- 10.2 Are there procedures in place to properly identify, segregate and dispose of non conforming material/hardware?
- 10.3 Do you have a segregated area for non conforming material/hardware?

11.0 Sampling Inspection Plan I.A.W. MIL-STD-105 or C-0 Plan:

- 11.1 Does your work order/traveler/job router have the necessary criteria called out for the sampling plan for inspection personnel to utilize?

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12.0 Receiving Inspection:

- 12.1 Are Supplies and materials/hardware inspected as necessary to assure conformance to Purchase Order/Contractual requirements?
- 12.2 Are there adequate instructions and equipment available to perform this?
- 12.3 Are records maintained I.A.W. with Purchase Order or Contract?
- 12.4 Is there a procedure to notify the supplier/customer of discrepancies or quality escapes?

NOTES:

Supplier Signature: _____ Date: _____

AC Verification: _____ Date: _____