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<u>Instructions</u> Please fill out the Supplier Information Section. Answer the Assessment Section Questions with a YES/NO response in the supplier column. Comment as needed. Email completed form back to Dynamax Contact.					
Supplier Information					
Supplier Name:			Completed By:		
Address Line 1:			Phone #:		
Address Line 2:			Email:		
Supplier Contact:			Product/Service Supplied:		
Supplier E-Mail:			Date:		
Assessment Section					
1. Quality Policy/Manual			Supplier	Comments	
1.1	Does your company have a documented Quality Policy which defines the objectives for a commitment to quality? ISO9001:2015/AS9100D Reference: Sec 5.2				
1.2	Has the Quality Policy been approved and signed by company management? ISO9001:2015/AS9100D Reference: Sec 5.3				
1.3	Do you have a documented Quality System? ISO9001:2015/AS9100D Reference: Sec 4.3/4.4				
1.4	Has your Quality System been audited and approved by any recognized organization within the past 2 years? If so, please provide the name of the certifying company, date and standard you have been approved to. Attach a photocopy of certification documents.				
1.5	Is the Quality Manual approved by company management? ISO9001:2015/AS9100D Reference: Sec 5.1				
1.6	Is the Quality Manual reviewed and updated periodically? ISO9001:2015/AS9100D Reference: Sec 4.4				
1.7	Does the Quality Manual include a revision page and a table of contents? If so, please attach a copy of each.				
1.8	Are internal audits performed with results documented and reported to management? If so, please attach a copy. ISO9001:2015/AS9100D Reference: Sec 9.2				
2. Responsibility and Authority			Supplier	Comments	
2.1	Do you have an organizational chart or other form of responsibility definition? ISO9001:2015/AS9100D Reference: Sec 5.3				
2.2	Does the department responsible for Quality report directly to the President? AS9100D Reference: Sec 5.3				
2.3	Does the department responsible for Quality have the authority to control further processing and delivery of product until the unsatisfactory condition has been corrected? AS9100D Reference: Sec 5.3				
3. Resources and Personnel			Supplier	Comments	
3.1	Do you have written procedures that control incoming, in-process and final inspection? ISO9001:2015/AS9100D Reference: Sec 8.4				
3.2	Are personnel performing product verifications periodically retrained? Do you keep records of such training? ISO9001:2015/AS9100D Reference: Sec 7.2				
3.3	Are personnel performing and verifying special processes certified? (i.e. plating, soldering, etc.) AS9100D Reference: Sec 8.5.1.2				
4. Contract Review			Supplier	Comments	
4.1	Do you have a written procedure for contract review? ISO9001:2015/AS9100D Reference: Sec 8.2.3				
4.2	Does your contract review process address amendments to the contract? ISO9001:2015/AS9100D Reference: Sec 8.2.3				
4.3	Is the Quality Department involved for contract reviews? ISO9001:2015/AS9100D Reference: Sec 8.2.3				
4.4	If an issue arises during the contract review which may affect the compliance to the contract, is the customer immediately notified? ISO9001:2015/AS9100D Reference: Sec 8.2.3				
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5. Document Control		Supplier	Comments
5.1	Do you have a written procedure for the control of documented information? ISO9001:2015/AS9100D Reference: Sec 7.5.3		
5.2	Are records handled in a manner that ensures protection of any confidential items? ISO9001:2015/AS9100D Reference: Sec 7.5.3		
5.3	Are obsolete drawings removed from production areas or are they very clearly marked? AS9100D Reference: Sec 7.5.3		
6. Purchasing		Supplier	Comments
6.1	Are sources for purchased parts controlled by an approved suppliers list? AS9100D Reference: Sec 8.4.1		
6.2	Are your suppliers surveyed or evaluated periodically for performance? ISO9001:2015/AS9100D Reference: Sec 8.4.1		
6.3	Do you have a process for flowing down customer requirements? ISO9001:2015/AS9100D Reference: Sec 8.4.3		
7. Product Identification and Traceability		Supplier	Comments
7.1	Do you have a written procedure to control product identification and traceability? ISO9001:2015/AS9100D Reference: Sec 8.5.2		
7.2	Are products physically identified to maintain identification throughout the product cycle from raw material to shipment of final product? AS9100D Reference: Sec 8.5.2		
8. Processing Control		Supplier	Comments
8.1	Are written instructions provided for each operation? ISO9001:2015/AS9100D Reference: Sec 8.5.1		
8.2	Do you have procedures for creating manufacturing processes? ISO9001:2015/AS9100D Reference: Sec 8.5.1		
8.3	Do your procedures for creating manufacturing processes include customer specifications? AS9100D Reference: Sec 8.5.1		
8.4	Is non-conforming in-process material identified and kept separate from acceptable product? Is this tracked? ISO9001:2015/AS9100D Reference: Sec 8.7.1		
9. Receiving Inspection		Supplier	Comments
9.1	Are there written instructions for receiving inspection? ISO9001:2015/AS9100D Reference: Sec 8.4.1		
9.2	Does receiving inspection check received product against your Purchase Order Requirements? ISO9001:2015/AS9100D Reference: Sec 8.4.1		
9.3	Are functional test performed as required? ISO9001:2015/AS9100D Reference: Sec 8.4.1		
9.4	Do you periodically verify supplier's testing for compliance on raw materials? If yes, how and at what frequency? AS9100D Reference: Sec 8.4.2		
10. Inspection Measuring and Test Equipment		Supplier	Comments
10.1	Has all equipment used in the evaluation of final product been identified, calibrated, and verified at prescribed intervals? ISO9001:2015/AS9100D Reference: Sec 7.1.5.2		
10.2	Do you have a documented calibration system? ISO9001:2015/AS9100D Reference: Sec 7.1.5.2		
10.3	Is the calibration system controlled by written instructions? ISO9001:2015/AS9100D Reference: Sec 7.1.5.2		
10.4	Is calibrated equipment identified with a tag noting the next due date and an identifying number? ISO9001:2015/AS9100D Reference: Sec 7.1.5.2		
10.5	Do you have a process for tracking equipment that is out of calibration? AS9100D Reference: Sec 7.1.5.2		
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11. Control of Non-Conforming Product	Supplier	Comments
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11.1	Is non-conforming product identified and separated to prevent improper use or shipment? ISO9001:2015/AS9100D Reference: Sec 8.7		
11.2	Do you have a written procedure for the control of non-conforming products? AS9100D Reference: Sec 8.7		
11.3	When non-conforming product is identified, is the customer immediately notified? ISO9001:2015/AS9100D Reference: Sec 8.7		
11.4	Do you have a written procedure for your corrective action system? ISO9001:2015/AS9100D Reference: Sec 10.2		
12. Handling, Storage, Packaging and Delivery		Supplier	Comments
12.1	Do you have a process for meeting customer requirements for packaging, if applicable? AS9100D Reference: Sec 8.1		
12.2	Is there adequate protection of products against damage or deterioration during: 1) Assembly/ Production, 2) Packaging, 3) Shipping ISO9001:2015/AS9100D Reference: Sec 8.5.4		
12.3	Are applicable customer requirements clearly identified on package and supporting documentation? (i.e. Shelf Life, CoC, etc) AS9100D Reference: Sec 8.5.4		
12.4	If a problem arises which may impact the quantity or delivery of the contract, is the customer notified? ISO9001:2015/AS9100D Reference: Sec 8.5.5		
13. ITAR		Supplier	Comments
13.1	Is your organization registered with ITAR?		