
	QUALITY SYSTEM INITIAL SURVEY GENERAL SUPPLIER	SOP-8.4
---	---	----------------

Survey:		<input type="checkbox"/> Initial		<input type="checkbox"/> Re-survey/Change in Quality System	
Supplier:					
Address:					
City, State & Zip Code:					
Telephone & Fax #:					
Types of Product:					
Employees:	Total:		Quality:		Manufacturing:
Square Feet of your Facility:					
Quality Assurance Manager / Quality Representative of your Company:					
USMA Surveyor(s):				Date:	
USMA QA Manager/Designee:				Date:	
Status Recommended:		<input type="checkbox"/> Approval		<input type="checkbox"/> Conditional	
<input type="checkbox"/> Disapproved					
Comments:					


	QUALITY SYSTEM INITIAL SURVEY GENERAL SUPPLIER	SOP-8.4
---	---	----------------

Reference	Survey Questions:	Yes:	No:	N/A:	Finding No.:
-----------	-------------------	------	-----	------	--------------

NOTE:


1. Mark each question as “YES” or “NO”. If not applicable, mark the “N/A”
2. Identify comments to the applicable survey question number.
3. Refer to the applicable document for detailed information.

Admin	1. Is the supplier’s inspection system documented including specific inspection procedures?				
Admin	2. Are the Quality Procedures maintained current?				
Admin	3. Is the Quality Manual approved by company management?				
Admin	4. Are responsibility and authority for product quality assigned to personnel with sufficient management stature to resolve problems effectively?				
Admin	5. Is the Quality Department organized in accordance with MIL-I-45208A?				
Admin	6. Does the company maintain a single-standard quality system?				
Admin	7. Is the ratio of quality personnel to other departments sufficient to maintain control of product quality?				
Admin	8. Are the current work instructions, drawings, procedures, etc., readily available and are personnel familiar with them?				
Admin	9. Are inspection stamps used and are they adequately controlled?				
Admin	10. Is an organization chart available showing relationship of the Quality Department to other management functions?				
Admin	11. Do quality personnel review the customer’s contract, drawings, and specifications before the start of production to ensure that all planning is in compliance?				
Rec. Insp.	1. Does Receiving Inspection check incoming shipments to requirements of the Purchase Order, referenced specifications, and applicable drawings?				
Rec. Insp.	2. Are test reports or certificates of chemical and physical analysis maintained on file?				

	QUALITY SYSTEM INITIAL SURVEY GENERAL SUPPLIER	SOP-8.4
---	---	----------------

Reference	Survey Questions:	Yes:	No:	N/A:	Finding No.:
-----------	-------------------	------	-----	------	--------------

Rec. Insp.	3. Do Receiving Inspection records indicate acceptance or rejection of incoming material including quantities?				
Rec. Insp.	4. Do Receiving Inspection records reflect the reason for rejections?				
Rec. Insp.	5. Are adequate controls for the handling and protection of received materials in use?				
Rec. Insp.	6. Are inspected items properly segregated from material awaiting inspection?				
Rec. Insp.	7. Are controls adequate to prevent entry of uninspected materials into stock or manufacturing?				
Rec. Insp.	8. Is inspected material adequately identified as to acceptance or rejection?				
Rec. Insp.	9. Is rejected material adequately controlled?				
Rec. Insp.	10. Are age-controlled items inspected for date of manufacture and expiration date?				
Rec. Insp.	11. Are raw sheet, plate and bar stock adequately identified?				
Rec. Insp.	12. Does Receiving Inspection check the acceptability of items returned to stock from the manufacturing area?				
Stores/Hndlg	1. Are procedures for the control and issuance of material adequate?				
Stores/Hndlg	2. Are materials properly handled and stored to prevent damage, contamination, or loss?				
Stores/Hndlg	3. Are materials properly identified as to their contents or chemical/physical characteristics to preclude error during issuance?				
Stores/Hndlg	4. Are materials traceable to the certification, test reports or purchase orders?				
Stores/Hndlg	5. Are castings and forgings identified as required by the applicable documents?				
Stores/Hndlg	6. Are "age-controlled" items properly identified?				
Stores/Hndlg	7. Are raw materials, including remnants returned from production, identified for traceability to certifications?				

	<p><i>QUALITY SYSTEM INITIAL SURVEY</i></p> <p>GENERAL SUPPLIER</p>	<p>SOP-8.4</p>
---	--	-----------------------

Reference	Survey Questions:	Yes:	No:	N/A:	Finding No.:
-----------	-------------------	------	-----	------	--------------

Stores/Hndlg	8. When the material is issued from stock, is the process sheet, shop traveler, etc. identified with the certification of material, test report or purchase order number?				
Stores/Hndlg	9. Is “first in – first out” stock rotation practices in place?				
Stores/Hndlg	11. Does the supplier practice “Good Housekeeping” in stock areas?				
Final Insp.	1. Are final inspection, acceptance and/or test performed either by or under the surveillance of a quality inspector?				
Final Insp.	2. Do acceptance and test procedures reflect the approved test equipment required to perform acceptance tests?				
Final Insp.	3. Do acceptance and test procedures reflect the product configuration and reference engineering document configuration?				
Final Insp.	4. Are functional test procedures adequately detailed to minimize operator error?				
Final Insp.	5. Are records of inspection and test data maintained?				
Final Insp.	6. Does the product and/or its associated inspection records reflect the test operator and/or inspector performing the detailed operations?				
Final Insp.	7. Do the test or inspection procedures require retest or re-inspection of all affected areas after rework?				
Final Insp.	8. Are products properly protected and handled to prevent damage, and is good housekeeping practiced?				
Pack/Ship	1. Are adequate controls in use to ensure good commercial packaging?				
Pack/Ship	2. Is product configuration verified prior to shipment?				
Pack/Ship	3. Are adequate storage facilities available and in use to safeguard the quality of the product between final acceptance and shipping?				
Dwg/Chg	1. Are adequate controls in effect to ensure applicable engineering drawings, change notices, documents and specifications are in use by production and inspection at the time and place of the production/inspection operation?				




QUALITY SYSTEM INITIAL SURVEY
GENERAL SUPPLIER

SOP-8.4


Reference	Survey Questions:	Yes:	No:	N/A:	Finding No.:
-----------	-------------------	------	-----	------	--------------

Dwg/Chg	2. Are tool drawings adequately controlled?				
Dwg/Chg	3. Is an adequate system in effect to control customer – supplied drawings, documents and specifications?				
Dwg/Chg	4. Are obsolete, marked-up or illegible drawings, documents or specifications in use by either production or inspection?				
Calibration	1. Is the company’s calibration system designed to meet Mil-Std-45662?				
Calibration	2. Are written procedures in effect to control tools, gages and test equipment?				
Calibration	3. Does the system adequately provide for mandatory recall of all calibrated/inspection tools, gages and test equipment?				
Calibration	4. Are controls in effect to prevent production items from being used as gages or test equipment without being proved for accuracy at established intervals?				
Calibration	5. Is an adequate tool checkout and accountability system in effect?				
Calibration	6. Are customer-furnished tools, gages and test equipment adequately controlled?				
Calibration	7. Are employee-owned tools and gages subject to same controls as company owned tools?				
Calibration	8. Are new or reworked tools “Proven” before use?				
Calibration	9. Is M&TE traceable to the NIST?				
Calibration	10. Do calibration/inspection records reflect: A. Item identity number and name? B. Frequency of calibration? C. Procedure for calibration/inspection? D. Date calibrated and dates due for calibration inspection? E. Personnel performing calibration? F. Identity of “Master” used to perform calibration or certification document identity? G. Deviation from standard values? H. Engineering configuration (as required)?				

	<p><i>QUALITY SYSTEM INITIAL SURVEY</i></p> <p>GENERAL SUPPLIER</p>	<p>SOP-8.4</p>
---	--	-----------------------

Reference	Survey Questions:	Yes:	No:	N/A:	Finding No.:
-----------	-------------------	------	-----	------	--------------

Calibration	11. Are tools, gages and test equipment identified in a manner to reflect: A. Date calibrated and date due for calibration inspection? B. Personnel responsible for calibration inspection? C. Item identify or serial number?				
Calibration	12. Are inactive items identified as “inactive” or “calibration not required”?				
N/C Mtrl	1. Do written procedures provide for: A. Rejection forms? B. Identification of discrepant material? C. Segregation of nonconforming material from normal production? D. Re-inspection after authorized (MRB) repair? E. Record maintenance? F. Corrective action? G. “Incomplete” material? H. Control of scrap material? I. Control of materials review activity?				
N/C Mtrl	2. Is defective and “incomplete” material identified and documented as to inspection status?				
N/C Mtrl	3. Is a bonded area used for nonconforming materials?				
N/C Mtrl	4. Is a nonconforming material identified to the applicable rejection document?				
N/C Mtrl	5. Is Quality represented in the materials review activity?				
N/C Mtrl	6. Do records of nonconformance’s and material review action reflect adequate descriptions of deficiencies, corrective action, and dispositions.				
Sample Insp.	1. Does company perform any sampling inspection? If yes, complete the following questions.				

	QUALITY SYSTEM INITIAL SURVEY GENERAL SUPPLIER	SOP-8.4
---	---	----------------


Reference	Survey Questions:	Yes:	No:	N/A:	Finding No.:
-----------	-------------------	------	-----	------	--------------

Sample Insp.	2. Are sampling inspection procedures designed to conform to Mil-Std-105, Mil-Std-414, or other statistically correct sampling plans? State which specification is used for guide: Specification: _____				
Sample Insp.	3. Do inspection personnel have instructions covering sampling inspection?				
Sample Insp.	4. Do inspection records show lot size, sample size, and lot identity?				
Sample Insp.	5. Do instructions provide for tightened or reduced inspection when results warrant?				
Sample Insp.	6. Does company employ statistical quality control methods? If yes, complete next three (3) questions.				
Sample Insp.	7. Are control charts maintained and used to indicate product performance?				
Sample Insp.	8. Are process averages maintained?				
Sample Insp.	9. Are control charts used to reduce inspection?				
C/A	1. Does the supplier maintain a corrective action system?				
C/A	2. Are defective products and related data analyzed to determine cause and extent of discrepant condition?				
C/A	3. Are corrective action requests issued to a supplier when a quality problem exists on procured material?				
C/A	4. Is corrective action required within a prescribed time limit?				
C/A	5. Is corrective action defined as action taken to prevent recurrence and not merely a repair/rework function?				

Auditor(s): _____

Date: _____

Notes:

	QUALITY SYSTEM INITIAL SURVEY GENERAL SUPPLIER	SOP-8.4
---	---	----------------

Reference	Survey Questions:	Yes:	No:	N/A:	Finding No.:
-----------	-------------------	------	-----	------	--------------

AUDIT FINDING

FINDING #	DESCRIPTION	NCR

ALL FINDINGS RELATED TO THIS AUDIT MUST BE RESOLVED THROUGH AN NCR (FP87-001)

ALL NCR'S ISSUED MUST BE PROPERLY CLOSED (resolved) PRIOR TO CLOSING THIS AUDIT

ATTACH A COPY OF EACH NCR ISSUE FOR THIS AUDIT

Additional Notes: _____

END OF FORM