



Alan Wire Co.

Supplier Evaluation Survey (SES) Rev_A

Company Information

Company Name:

Phone Number:

Fax Number:

Quality Representative:

Email Address:

Date:

Address:

Products/Services:

Company Certification

If your companies quality system is certified under ISO 9001, AS9100 or derivative quality management systems only this page needs to be filled out. If so please return it with a copy of your companies current certification.

Signature:

Title:

Date:

Notes:

Alan Wire Use Only

Notes:

Alan Wire Representative Signature:

Title:

Date:

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fax:626.480.8892



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Survey Questions

Documentation and Records:

Y N N/A

- ☐ ☐ ☐ → Do you have a quality control manual?
- ☐ ☐ ☐ → Is there a documented calibration system that is traceable to N.I.S.T.?
- ☐ ☐ ☐ → Are employee training records maintained and updated?
- ☐ ☐ ☐ → Are regular audits performed and documented?
- _____ → How long to you retain records?
- ☐ ☐ ☐ → Can you provide us a copy of your quality manual? If yes please send a copy along with completed survey.
- ☐ ☐ ☐ → Are customer contracts and quotes reviewed and documented?
- ☐ ☐ ☐ → Are processes in place and documented for the review and approval of suppliers?
- ☐ ☐ ☐ → Is a system in place for documentation supporting the traceability of individual products?
- ☐ ☐ ☐ → Is there a documented control system in place for drawings, specifications, and work instructions?
- ☐ ☐ ☐ → Are tests and inspections documented?
- ☐ ☐ ☐ → May Alan Wire visit your facility for on site audits?

Inspection:

Y N N/A

- ☐ ☐ ☐ → Is there a policy in place for the segregation and disposition of non-conforming material?
- ☐ ☐ ☐ → Are inspection records maintained including causes of rejection?
- ☐ ☐ ☐ → Is First article inspection performed?
- ☐ ☐ ☐ → Are inspection stamps in use and controlled?
- ☐ ☐ ☐ → Does receiving and inspection show acceptance, rejection and quantities?
- ☐ ☐ ☐ → Is receiving inspection performed to check if there is proper documentation and product damage?
- ☐ ☐ ☐ → Is final inspection performed and documented?
- ☐ ☐ ☐ → Are in process inspections performed?
- ☐ ☐ ☐ → Is a procedure in place for ensuring that customer requirements for the identification, packaging, documentation and shipping are complied with?
- ☐ ☐ ☐ → Are copies of purchase orders/contracts available to shipping and receiving to ensure accuracy?



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Survey Questions (cont.)

Process:

Y N N/A

- ☐ ☐ ☐ → Is first in first out stock rotation practiced?
- ☐ ☐ ☐ → Are shop travelers/job instructions in use?
- ☐ ☐ ☐ → Are blueprints/instructions used in the manufacturing process?
- ☐ ☐ ☐ → Is there a preventative maintenance system in place for tooling and equipment critical to production and quality?
- ☐ ☐ ☐ → Do you utilize statistical process controls?
- ☐ ☐ ☐ → Are good housekeeping practices performed to prevent dirt and debris from effecting product quality?
- ☐ ☐ ☐ → Is there a system in place for continuous improvement?

Testing and Defects:

Y N N/A

- ☐ ☐ ☐ → Are test procedures used during the manufacturing process?
- ☐ ☐ ☐ → Is a corrective action system in place?
- ☐ ☐ ☐ → Are corrective action responses required within a stated time limit?
- ☐ ☐ ☐ → Is corrective action taken to prevent defect reoccurrence?
- ☐ ☐ ☐ → Is the effectiveness of corrective action reviewed?