

Hydrasearch Company, LLC Supplier Self Audit

Company Name: _____ Date: _____
 Company Address: _____ Web Page: _____
 _____ Company Age: _____

Quality Assurance Manager: _____ Plant Size: _____

Total Number of Employees: _____ Number of QA Employees: _____ Number of Production Employees: _____

1. Do you acknowledge that source inspection may be a requirement to do business? Yes No

2. List all standards the quality system is based on
 ANSI/ASQ Z1.4 _____ Mil -Q-9858 _____ Mil-I-45208 _____ Other _____
 * ISO 9001 _____ ISO 9002 _____ NADCAP _____

* If your company is currently certified to ISO-9001 enclose copy of certification in lieu of completed form QC314

3. Principle products made at the facility:

4. Classify your Supplier Type

Manufacturer _____ Special Process _____ Distributor _____ Mill _____

5. List major customers or programs:

6. Special process performed (e.g. welding, plating, etc.):

7. Level 1 Supplier _____
 (check if you are currently a qualified Level 1 supplier)

Comments

Quality System and Program Management

	Yes	No	NA
1. Are the QA Manager. and inspection personnel independent of manufacturing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a Quality Manual? If so, enclose uncontrolled copy with this form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there inspection and test procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the QA dept. have the authority to hold back non-conforming parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the QA dept. track rejections and non-conforming material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are internal audits performed on procedures, operations, and personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are contracts reviewed for accuracy and special requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all finished goods inspected by QA for compliance to drawings & contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is lot identity maintained throughout the production processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Procedures control method of indicating inspection status (stamps,tags, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

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Drawings and Change Control	Yes	No	NA
1. Are there written procedures describing design change control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a system in effect to control customer supplied drawings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are obsolete drawings removed from the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there processes for processing change proposals that require approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments</u>			
Control of Purchases	Yes	No	NA
1. Is there a system to evaluate and audit new and existing suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are vendors selected based on a quality/delivery rating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a system to control non-conforming product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does QA review purchase orders for QA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a system to monitor age control on those items requiring it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a system to keep uninspected items from being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the company request certificates of conformance and test reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments</u>			
Receiving Inspection	Yes	No	NA
1. Does QA inspect all incoming materials for conformance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do QA personnel verify Certificates of Conformance and test reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are sample plans in accordance with a recognized established standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there documented procedures ensuring product traceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments</u>			
Non-Conforming Material	Yes	No	NA
1. Is there a documented procedure for handling non-conforming material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is rejected material identified, segregated, and tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are adequate holding areas used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are records maintained and used to detect recurring discrepancies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments</u>			

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In-Process/Final Inspection	Yes	No	NA
1. Is there a documented procedure for in-process and final inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are drawings, specifications, procedures, and ITIs readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a documented sampling plan against a recognized standard used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do shop travelers contain all information required to perform QA checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are inspection records maintained and available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is re-work inspection documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments</u>			

Material Handling and Storage	Yes	No	NA
1. Are there documented procedures for material handling and storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is material segregated and identified by part number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is limited shelf life material identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a process of first in - first out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments</u>			

Measuring and Test Equipment	Yes	No	NA
1. Is there a documented calibration program for measurement and test equip.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the equipment calibrated to a recognized standard? List below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the equipment identified or tagged with last and next calibration date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are calibration record maintained and available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments</u>			

Security, Malpractice and Fraud	Yes	No	NA
1. Data and security control measures are in place to protect data and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Malpractice and Fraud prevention are followed and flowed down to suppliers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed By:	Title:
Signature:	

Hydrasearch Review:
<u>Comments</u>
<hr style="width: 80%; margin: 0 auto;"/> Hydrasearch Quality Approval Signature & Date