



**CARDIC MACHINE PRODUCTS, INC.**

17000 Keegan Avenue , Carson, CA 90746

Phone 310-884-3400, Fax 310-631-5293

# *SUPPLIER QUALITY SURVEY REPORT*

**SUPPLIER:** \_\_\_\_\_  
\_\_\_\_\_

## **SUPPLIER INFORMATION**

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Tel. No:** (\_\_\_\_) \_\_\_\_\_ **Fax.:** (\_\_\_\_) \_\_\_\_\_

**Quality Assurance Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Reports to:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**NOTE: ISO 9001/AS9100/ISO GUIDE 25/ISO 10012/NADCAP  
CURRENT CERTIFICATIONS WILL BE ACCEPTED IN LIEU OF  
THE FOLLOWING QUESTIONNAIRE.**

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**Personnel Information:**

**+ No. of administrative personnel: \_\_\_\_\_**

**+ No. Of Shop personnel: \_\_\_\_\_**

**= Grand total of above: \_\_\_\_\_**

**+ No. Of Quality personnel: \_\_\_\_\_ % of QA vs. Shop personnel:  
\_\_\_\_\_**

**= Grand total of all personnel: \_\_\_\_\_**

- Is person responsible for Quality, doing so, on a full time basis?**

**YES / NO**

***List the number of all attachments to this report. If capabilities and approval lists are not enclosed, list on separate sheet and attach to this report.***

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### **Supplier Facilities**

1. Does your facility have adequate size, housekeeping, necessary equipment, qualified personnel, and technical “know-how” to manufacture products or perform services typical of our requirements in a timely and expeditious manner?

**YES / NO** COMMENT: \_\_\_\_\_

2. Does your facility have any obvious safety hazards or irregularities?

**YES / NO** COMMENT: \_\_\_\_\_

3. Does your facility’s characteristics prevent material handling problems?

**YES / NO** COMMENT: \_\_\_\_\_

4. What is the square footage of the facility? \_\_\_\_\_

Please describe facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Supplier Organization**

5. Does the supplier clearly define its quality functions and level of authority?

**YES / NO** COMMENT: \_\_\_\_\_

6. Is an organization chart available? Is a copy available for CMP records?

**YES / NO** COMMENT: \_\_\_\_\_

7. Does the head of quality person have responsibilities related to production?.If yes, please explain.

**YES / NO** COMMENT: \_\_\_\_\_

8. Do the quality personnel have sufficient authority and freedom of action?

**YES / NO** COMMENT: \_\_\_\_\_

### **Procurement Control**

9. Does the supplier have an “Approved Supplier List” and Supplier Control program?

**YES / NO /N/A** COMMENT: \_\_\_\_\_

10. Does Supplier understand that appropriate approved process sources must be used when authorized to subcontract processes?

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**YES / NO** COMMENT: \_\_\_\_\_

11. Does Supplier understand that CMP, it's customers, and any applicable Federal Regulatory Agency may review records, materials and/or verify the quality of work at Suppliers facility?

**YES / NO** COMMENT: \_\_\_\_\_

12. Quality Department reviews purchase orders for inclusion of QA requirements?

**YES / NO /N/A** COMMENT: \_\_\_\_\_

13. Is the supplier aware of the requirements of CMP Purchase Orders Quality Clauses and have an updated copy on file?

**YES / NO** COMMENT: \_\_\_\_\_

### **Traceability**

14. A system is maintained for the identification and traceability of materials used.

**YES / NO / N/A** COMMENT: \_\_\_\_\_

15. A system is maintained for the identification and accountability of materials used.

**YES / NO / N/A** COMMENT: \_\_\_\_\_

16. The Supplier understands the logistics of working with serialized parts and provides special handling instructions in such cases?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

### **Control of Nonconforming Materials**

17. Does the Supplier have a system for the diversion and segregation of nonconforming materials from the normal production flow?

**YES / NO** COMMENT: \_\_\_\_\_

18. Does the Supplier notify its Customers of found nonconformities?

**YES / NO** COMMENT: \_\_\_\_\_

19. Does the Supplier have a Corrective Action and follow-up system?

**YES / NO** COMMENT: \_\_\_\_\_

20. Does the Supplier document all found nonconformities?

**YES / NO** COMMENT: \_\_\_\_\_

21. Does the Supplier pursue measures to prevent recurrence of repetitive problems?

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**YES / NO** COMMENT: \_\_\_\_\_

22. Are the procedures for processing nonconforming supplies documented?

**YES / NO** COMMENT: \_\_\_\_\_

23. Are nonconforming supplies held and maintained in a segregate area?

**YES / NO** COMMENT: \_\_\_\_\_

***Control of Customer Furnished Property***

24. A system is maintained for the identification and recall of tooling and/or other customer property.

**YES / NO / N/A** COMMENT: \_\_\_\_\_

25. Are the customer furnished materials maintained in an adequate control area or clearly identified when being used?.

**YES / NO / N/A** COMMENT: \_\_\_\_\_

26. Does Supplier return customer tooling at completion of P.O. requirements or as specifically instructed?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

27. Does Supplier return proprietary technical data or mylars/drawings at completion of P.O. requirements or as specifically instructed?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

***Inspection Instructions/Procedures***

28. Does the Supplier have (as a minimum) acceptable written inspection instructions/procedures for Calibration, Receiving and Final Inspection, Special Processes, Nonconforming Supplies/Materials, and Drawing/Change Control?

**YES / NO** COMMENT: \_\_\_\_\_

29. Does the supplier have a Quality Assurance Manual and is it updated, as a minimum, each year?.

**YES / NO** COMMENT: \_\_\_\_\_

30. Does the Supplier perform Statistical Sampling? (If so, to what)?

**YES / NO** COMMENT: \_\_\_\_\_

31. Are the inspection Instructions/Procedures available to all required personnel?

**YES / NO** COMMENT: \_\_\_\_\_

32. Does the Quality System, with its current Inspection Instructions/Procedures in place, ensure that Customer Drawings, Specifications, and Purchase Order requirements are satisfied?

**YES / NO** COMMENT: \_\_\_\_\_

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33. To what quality system(s) or equivalent system does Supplier state their program meets?

**YES / NO** COMMENT: \_\_\_\_\_

### ***Planning***

34. Does the supplier prepare Work Instructions (traveler, shop card, etc.) imposing all Customer requirements?

**YES / NO** COMMENT: \_\_\_\_\_

35. Is process planning / shop card / traveler available for operators to perform the job?

**YES / NO** COMMENT: \_\_\_\_\_

36. Do the work instructions get quality reviewed?

**YES / NO** COMMENT: \_\_\_\_\_

37. Does the Supplier prepare Work Instructions for Special Processing and Testing?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

38. Are Work Instructions for Special Processes and Testing reviewed annually as well as updated upon issuance of a specification revision?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

### ***Documentation and Data Control***

39. A control system exists for the Issuance and recall of Drawings and Specifications.

**YES / NO** COMMENT: \_\_\_\_\_

40. Are contractual changes (or Purchase Order changes) effectively Initiated into Planning and Production?

**YES / NO** COMMENT: \_\_\_\_\_

41. Are Obsolete Drawings and Specification removed from the workflow?

**YES / NO** COMMENT: \_\_\_\_\_

42. Supplier has an established system for flowdown Drawings, Specifications, and their changes to their Subcontractor when necessary.

**YES / NO / N/A** COMMENT: \_\_\_\_\_

### ***Receiving Inspection***

43. Does the Supplier perform and document Receiving Inspection results?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

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44. Does Receiving Inspection ensure that all Supplies meet Drawing, Specification, and Purchase Order requirements?

**YES / NO** COMMENT: \_\_\_\_\_

45. Does the Supplier perform Source Inspections at other Subcontractor facilities?

**YES / NO** COMMENT: \_\_\_\_\_

46. Are incoming certifications carefully reviewed for accuracy and adequacy?

**YES / NO** COMMENT: \_\_\_\_\_

47. Does the Supplier have all necessary equipment to substantiate Receiving Inspection?

**YES / NO** COMMENT: \_\_\_\_\_

48. Does the supplier identify acceptable Receiving Inspected products?

**YES / NO** COMMENT: \_\_\_\_\_

49. Is Customer furnished Material / Product inspected for size, identification, count, and damage?

**YES / NO** COMMENT: \_\_\_\_\_

50. Are incoming Customer parts/supplies adequately staged for processing to prevent damage or deterioration?

**YES / NO** COMMENT: \_\_\_\_\_

### ***In-Process and Final Inspections***

51. **Supplier maintains records of all inspections and testing performed (First Articles, Final Inspection Reports,...)?**

**YES / NO** COMMENT: \_\_\_\_\_

52. Supplier maintains a system for indicating inspection status of products and Supplies (stamps, tags, etc.).

**YES / NO** COMMENT: \_\_\_\_\_

53. Supplier has developed a system for re-inspection after a change in any manufacturing process.

**YES / NO** COMMENT: \_\_\_\_\_

54. Inspection areas are segregated from Production and storage areas.

**YES / NO** COMMENT: \_\_\_\_\_

55. Drawing and Specification revision letters are noted on Inspection records.

**YES / NO** COMMENT: \_\_\_\_\_

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56. Quality personnel perform final Inspection.

**YES / NO** COMMENT: \_\_\_\_\_

57. Required Testing is performed by (or inspected by) Quality personnel?

**YES / NO** COMMENT: \_\_\_\_\_

58. Are all finished goods inspected by Quality Assurance before shipping to customer to assure that contracts requirements have been met?.

**YES / NO** COMMENT: \_\_\_\_\_

59. Is the Final Inspection before shipping the parts to Customer documented?

**YES / NO** COMMENT: \_\_\_\_\_

### **Identification, Storage and Age Sensitive Material Control**

60. Supplier maintains a positive means of item identification.

**YES / NO** COMMENT: \_\_\_\_\_

61. Customer items, parts, lots, or furnished material is all clearly identified.

**YES / NO** COMMENT: \_\_\_\_\_

62. Quality maintains surveillance of all stocked items to assure maintenance of proper packaging, and storage conditions.

**YES / NO** COMMENT: \_\_\_\_\_

63. Supplier has a system for "AGE CONTROL", which includes an indication of the date that the item "Critical Life" begins and ends?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

64. ALL "AGE SENSITIVE" items are within their "Critical Life" period?

**YES / NO / N/A** COMMENT: \_\_\_\_\_

65. Are Suppliers stamp configurations distinctly different from other customers/suppliers stamps?

**YES / NO** COMMENT: \_\_\_\_\_

### **Calibration**

66. Are calibration Standard traceable to the U.S. National Standards (NIST)?

**YES / NO** COMMENT: \_\_\_\_\_

67. Do the Calibration Instructions adequately address RECALL, HISTORICAL DATA, SIGNIFICANT OUT-OF-TOLERANCE, SCHEDULES, ETC.,

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**YES / NO    COMMENT:** \_\_\_\_\_

68. Do the calibration instructions meet the aspects of ANSI/NCSL Z540-1?. If not, indicate the reference I, M & TE control document used.

**YES / NO    COMMENT:** \_\_\_\_\_

69. Calibrated equipment is permanently marked with traceability to calibration records and data.

**YES / NO    COMMENT:** \_\_\_\_\_

70. Areas are maintained for calibration and its storage.

**YES / NO    COMMENT:** \_\_\_\_\_

71. Personal owned inspection equipment is under the calibration system.

**YES / NO / N/A    COMMENT:** \_\_\_\_\_

72. Calibrated equipment with readily accessible adjustments is protected.

**YES / NO    COMMENT:** \_\_\_\_\_

73. Newly procured equipment under the calibration system is calibrated before use.

**YES / NO    COMMENT:** \_\_\_\_\_

74. Past due Inspection, Measuring and Test Equipment is impounded to preclude their use until calibrated?

**YES / NO    COMMENT:** \_\_\_\_\_

75. Production tooling “used as a media of inspection” is calibrated at scheduled intervals.

**YES / NO    COMMENT:** \_\_\_\_\_

76. Calibration frequencies are continually reviewed and are reasonable?

**YES / NO    COMMENT:** \_\_\_\_\_

77. Outside services are utilized for calibration.

**YES / NO    COMMENT:** \_\_\_\_\_

78. Outside calibration, services are recognized and certified calibration sources.

**YES / NO    COMMENT:** \_\_\_\_\_

79. Outside calibration, service certifications are reviewed by Quality Assurance upon receipt.

**YES / NO    COMMENT:** \_\_\_\_\_

80. Calibration adjustments are defined as historical data (negative reporting req.).

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**YES / NO**    **COMMENT:** \_\_\_\_\_

***Record Adequacy and Retention***

81. Supplier maintains Inspections records with all pertinent information.

**YES / NO**    **COMMENT:** \_\_\_\_\_

82. All Inspection records are kept on file for a minimum of 7 years?

**YES / NO**    **COMMENT:** \_\_\_\_\_

83. Copies of inspection records on file are available to Customer upon request?

**YES / NO**    **COMMENT:** \_\_\_\_\_

***Special Process Capabilities***

84. Does the supplier have special process capabilities (x-ray laboratory, dye-penetrant, magnetic particle inspection, welding, heat treating,...). Please, list.

**YES / NO**    **COMMENT:** \_\_\_\_\_

**LIST**

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85. If so, are all the operations/inspections performed by certified personnel/equipment?.

**YES / NO**    **COMMENT:** \_\_\_\_\_



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*SURVEY REVIEWED BY:* .....