



# Quality Assurance Survey/Questionnaire

This survey is intended to outline your quality system, and to determine the extent of inspection/testing necessary to comply with customer and government entity requirements

MetalMart – Commerce, 5828 Smithway Street, Commerce, Ca. 90040-1606 • Phone: (562) 692-9081 • Fax: (562) 699-6868 • email: [QC@metal-mart.com](mailto:QC@metal-mart.com)

MetalMart – Tonawanda, 400 Riverwalk Pkwy. Suite 500, Tonawanda, Ny. 14150-5815 • Phone: (716) 982-0222 • Fax: (716) 982-0223 • email: [QC@metal-mart.com](mailto:QC@metal-mart.com)

If your quality system has been accredited to either ISO 9000, AS9100, NADCAP or Government QSLD **complete only this first page**, attach copies of the system and/or special process approvals, and return to Metalmart, Inc. At address checked above or by email to [QC@METAL-MART.COM](mailto:QC@METAL-MART.COM)

Company Name: \_\_\_\_\_ Tax ID No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**Head of Quality Organization:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Head of Quality Reports to:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

- Type of Service performed at your location:
- Material Suppliers/Manufacturers, including forging/casting (metallic and non-metallic materials)
  - Distributors (metallic, non-metallic materials)
  - Metal Removal (machining, blasting, grinding etc.)
  - Thermal Processing (Heat Treatment, Baking etc.)
  - Chemical Processing (plating, cleaning, pickling, Etching, Painting etc.)
  - Material Test Lab (Mechanical, Hardness, Metallography, chemical etc.)
  - Welding/Brazing
  - Non-Destructive Testing (MT, PT, RT, UT, EC)
  - Calibration Lab
  - Other: \_\_\_\_\_

System Approvals: AS9100 ISO 9000 DI-9000 MIL-I-45208 MIL-Q-9858 QSLD

NADCAP(attach approvals) Others (Specify): \_\_\_\_\_

Company Classification: Large Small Disadvantaged Woman Owned Other: \_\_\_\_\_

Are there provisions for addressing Mercury contamination (when directed by customer)? Yes No

Is there a system in place ensuring compliance with 10 CFR Part 21? Yes No

**Survey Completed By:** (I certify the information supplied in this survey is true and complete.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*The information contained in this audit is kept confidential. Access to this information is limited to Metalmart approved representatives and our customers. Completion of this survey does not constitute approval. Responses to this survey are subject to verification by Metalmart. We reserve the right to audit your facility at any time during the course of the contract.*

-----**Metalmart Use Only, below this line**-----

Corrective Action Due: No/Yes Drop Ship Approved: No/Yes Nuclear capable: No/Yes

Comments: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>A <u>GENERAL</u></b>			
1. Is there a quality manual and set of procedures available, maintained and utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a current organizational chart of the Company and the quality department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does Quality management have direct access to the highest level of management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a Metalmart Purchase Order Terms & Conditions on file (QF0602.3)? What Revision? ____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is a system in place to perform internal audits to assure an effective quality system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the requirements of 10CFR part 21 understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B <u>PROCUREMENT CONTROL</u></b>			
1. Are there written procedures for the control of purchased materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are certifications/test reports required from subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are subcontractor surveys performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the system provide for effective corrective action with a subcontractor when required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a flow-down of customer requirements to the subcontractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C <u>RECEIPT OF MATERIALS AND SERVICES</u></b>			
1. Are materials inspected to verify conformance with the purchase order requirements including receipt of certifications and/or test reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are receiving materials properly handled and protected during the receiving process and controlled to preclude removal prior to inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is material controlled in such a fashion so as to prevent mixing and to ensure traceability throughout production/processing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D <u>SAMPLING INSPECTION</u></b>			
1. Is a statistical sampling plan utilized? If not, attach a brief description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is sampling inspection based on MIL-STD-105 or other generally accepted sampling plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are sampling plans available for review and/or approval by Metalmart, Inc. and its Customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. What are the AQL's for: Critical: _____ Major: _____ Minor: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E <u>MEASURING &amp; TEST EQUIPMENT CALIBRATION CONTROL</u></b>			
1. Is inspection and test equipment periodically inspected and calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are calibration standards traceable to N.I.S.T.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is equipment identified as to calibration status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a documented system for uniquely identifying the items to be calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there an effective recall system in place with established calibration frequencies for measuring and test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the calibration system conform to the requirements of MIL-STD-45662 or ISO 10012?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>F <u>STOCK &amp; STORAGE CONTROL</u></b>			
1. Are there written procedures for the control of stores and issuance of materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are materials received and maintained in the stock area properly identified as to inspection status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a system to assure traceability both to receiving records and usage records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is material stored in a manner so as to preclude damage or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G <u>IN-PROCESS CONTROL</u></b>			
1. Are there adequate written work and/or inspection procedures at workstations and being utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a "traveler" or similar document used for the sequence and control of operations and inspection points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do in-process documents reflect drawing and/or specification requirements including change levels and are drawings and specifications available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are in-process materials properly identified as to inspection status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H <u>INDICATION OF INSPECTION STATUS</u></b>			
1. Are stamps used to indicate status of material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Where stamps, signatures or initials are used, is a record maintained identifying the individual with the type of stamp and date of issuance, or a sample of the initials and/or signatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do quality records include training and qualification of inspection personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are records available for vision testing on personnel who perform visual inspection operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I <u>PACKAGING &amp; SHIPPING</u></b>			
1. Are adequate controls provided to assure that all applicable inspection and test operations have been satisfactorily completed prior to shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are materials designed for shipment properly identified and protected from damage during shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is adequate control provided to assure that all required documentation such as material certifications and test reports are forwarded with each shipment as required by contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J <u>DOCUMENT CONTROL</u></b>			
1. Does the system provide for documented change control which will ensure that required drawing and specification change level is available at the point of manufacture and inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are inspection records maintained during receiving inspection, in-process inspection and final test and acceptance inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do records indicate acceptance or rejection of product and if rejection is recorded, do records reflect resulting action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are records maintained for a minimum of 7 years as required by the contract? How long are they maintained? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are records maintained in a location that prevents deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. When changes are made in production, processes or products, does quality review the changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>K <u>NON-CONFORMING MATERIAL CONTROL AND CORRECTIVE ACTION</u></b>			
1. Are defective materials properly identified, segregated from acceptable material and held in a controlled area pending disposition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is appropriate corrective action taken on non-conforming materials in accordance with the applicable standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is non-conforming material identified as such and returned to the customer unless otherwise directed by the customer (customer supplied material)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is customer promptly notified, when it is discovered that discrepant product is already delivered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the system ensure that replies to customer requests for corrective action are made within the time specified by the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is quality sign-off required for discrepant material disposition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does an effective corrective action system exist which identifies root cause and action taken to eliminate recurrence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>