Mnemonics, inc.

Setting Standards for Excellence

SUPPLIER EVALUATION QUESTIONNAIRE

COMPANY NAME: DATE:

ADDRESS: Tax Id.:

CITY: STATE: ZIP:

PHONE: FAX: Email:

If a division of subsidiary, please list name and address of parent organization:

INTRODUCTION

The attached questionnaire will be used by Quality Assurance personnel to evaluate your Quality Assurance capabilities. Submittal of this questionnaire, by itself, does not constitute an approval of your company as an approved source. Mnemonics may, after receipt of the completed questionnaire, conduct an on-site survey of your facility. Since Quality Assurance approval is necessary before a Procurement award can be made, it is to your benefit to return this form as soon as possible.

INSTRUCTIONS

1. All questions for Sections I, II, and III should be answered. If questions are not applicable, they should be identified "N/A." If the answer is none, state "NONE." Enter an "X" in appropriate spaces on Yes /No questions.
2. If your company holds a current Quality Management System certification, Section IV may be skipped.
3. If supplemental data is submitted, check with an asterisk (*) and identify the attachments by the applicable paragraph number. A supplemental data sheet is attached for your convenience.
4. Answers should reflect your current status. Do not reflect procedures or capabilities which are anticipated or proposed.
5. Completed questionnaires should be returned to the Mnemonics purchasing representative who provided the survey.

The information contained in this questionnaire is certified to be complete and accurate.

Supplier's Signature (Authorized Official) Title Date

Section I – Organization

1. Key Personnel:

   President/Owner(s): _____

   General Manager: _____

   Quality Control Manager: _____

2. To whom does Quality Control Manager report (title):

   _____

3. Present number of employees:

	Number
a. Engineering:	
b. Manufacturing:	
c. Quality Assurance:	
1) Inspection:	
2) Test:	
d. Other:	
e. Total:	

4. Company Particulars:

   a. How long has company been in business as presently organized?

   _____

   b. What is principal product(s)?

   _____

   c. List principal customers for whom you have supplied work in the past two (2) years.

   _____

   _____

   _____

   d. List principal companies and/or Government agencies which have surveyed and approved your Quality Control system:

   _____

   _____

   _____

Company/Government Agencies	Date

Section II – Quality Assurance Systems and Procedures

1. Is a written Manual of Quality Procedures available and maintained for use by quality personnel? ☐Yes ☐No

2. The Quality Control System is derived to comply with the following system specifications(s): ☐ISO 9001 ☐AS9100

   ☐Other _____

3. If your Quality System has been certified to an ISO/AS Standard complete to following:

   ☐Revision of ISO/AS Certified ☐ISO-9001 ☐AS9100

   Registrar's Name: _____

   Registration Number: _____

   Attach Copies

NOTE: If QMS Certification is current, section IV may be skipped.

4. Is your Government surveillance or source inspection by:

   ☐ Itinerant Inspector ☐ Resident Inspector ☐ None

5. Name and address of Cognizant Government Inspection Agency:

   _____

   _____

6. Is a current copy of your Quality Manual available to Mnemonics upon request?

   ☐Yes ☐ No

7. Does your company have a Counterfeit Prevention/Detection procedure that meets the intent of AS5553, Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition?

   ☐ Yes ☐ No If Yes, please provide copy.

Section III – Special Processes

List all Special Processes performed at this location: (include additional sheets if necessary)

Special Process	To MIL-STD/ISO

Section IV – Quality Control System Elements

1. Inspection

	Yes	No
a. Is a check list used by Receiving Inspection indicating the degree and extent of inspection for incoming material?	☐	☐
b. Are statistical Quality Assurance Procedures employed for items not 100% inspected?	☐	☐
c. If statistical sampling is employed, what specification is employed?	☐	☐
	☐	☐
d. Are inspections performed on all work received for vendors?	☐	☐
e. Is objective evidence of receiving inspection results maintained on file?	☐	☐
f. Are procedures established to certify personnel and/or equipment for special processes as may be required contractually?	☐	☐
g. Are nonconforming materials removed from the production areas and permanently identified or destroyed to preclude further usage?	☐	☐
h. Are acceptable parts and materials positively identified?	☐	☐
i. Are inspectors issued controlled inspection stamps?	☐	☐
j. Are procedures for in-plant corrective action written and operative?	☐	☐
k. Are procedures for supplier's corrective action written and operative?	☐	☐

2. Inspection Records

a. Are inspection acceptance records maintained which display identification of the item, quality of units, identification of inspector, and quantity of units accepted/rejected?	☐	☐
b. Will records be kept on file for the duration contractually required?	☐	☐

3. Material Control

a. Is each piece, batch, lot, or group of raw material identified by, or traceable to: kind of material, type, condition, source of supply, heat number, and lot number?	☐	☐
b. Is type and condition of material verified upon receipt and /or issuance?	☐	☐
c. Are material analysis and process verification performed at your facility?	☐	☐
d. Are certifications, analyses, and verification of test results traceable to specific lots of batches of material?	☐	☐
e. Is purchased material identified by stamp, tag, or color code to show inspection status?	☐	☐
f. Are time sensitive or age control materials properly identified and stored?	☐	☐

4. Measuring and Test Equipment

a. Are procedures in affect which describe the method and frequency of calibration of measuring and test equipment to master stages or standards? ☐ ☐

b. Are records maintained on periodic re-calibration? ☐ ☐

c. Is measuring and test equipment marked to designate certification and to indicate date next calibration is due? ☐ ☐

d. Are calibrations performed within your facility? ☐ ☐

e. If yes, are master gages and standards: ☐ ☐

1) Traceable to National Bureau of Standards? ☐ ☐

2) Periodically certified as to accuracy? ☐ ☐

f. If no, are certifications on file indicating: ☐ ☐

1) Name of company performing calibration ☐ ☐

2) Equipment used for calibration? ☐ ☐

3) Traceability of equipment used for calibration to National Bureau of Standards? ☐ ☐

g. Is equipment stored so as to prevent damage or loss of calibration when not in use? ☐ ☐

5. Procurement Control

a. Are quality capabilities of sources evaluated prior to procurement? ☐ ☐

b. Are applicable drawings and specifications referenced or included on purchase orders to lower-tier sources? ☐ ☐

c. Do Quality Assurance personnel review purchase orders to assure the incorporation of quality requirements? ☐ ☐

d. Are certified test reports and/or certifications of conformance obtained on purchased materials? ☐ ☐

6. Inspection Status

a. Are parts and assemblies identified to indicate the extent of in-process inspection status? ☐ ☐

b. Does material accepted show evidence of final inspection acceptance? ☐ ☐

7. Packaging/Shipping

a. Are parts and assemblies identified to indicate the extent of in-process inspection status? ☐ ☐

b. Is packaging and marking monitored by inspection? ☐ ☐

Section IV – Quality Control System Elements

8. Supplemental Information

You are invited to include any additional or supplemental information which would be pertinent to this application and the evaluation of your capabilities. (Use continuation sheets or attachments as necessary.)

Section V – Approval and Risk Assessment (Mnemonics QA Only)

Risk	Quality Engineer Approval (.pdf Signature)	Date
Choose an item.		Click or tap to enter a date.
Additional Comments		
Click or tap here to enter text.		