



SUPPLIER INVESTIGATION SURVEY – SA002

Document Modification Log					
Seq	Version	Status	Author	Date	Description
01	Revision 0	Issued	S. Song	April 25, 2005	Initial release
02	Revision 1	Issued	B. Sweeney	Feb 21, 2006	Simplified version

Directions:

Please print then fill in the form in English. This form may be supplemented with brochures & catalogues when available. When completed please fax to 01249 706937.

PART I: GENERAL INFORMATION

Date Completed:	
Company Name:	
Website:	
Address:	
Postal Code:	
Primary Contact Person:	
Tel:	
Fax:	
Established in:	
Ownership:	
Registered Capital:	
Trademarks:	
Bank :	
Bank Account:	
Tax Registered No.:	
Juristic Person Representative:	
General Manager/Director:	
Parent Company:	



Subsidiaries:	
Total Number of Employees:	
Number of Engineers/Technicians:	
Number of Production Workers:	
Number of QA Staff:	
Total Factory Area:	
Factory Production Area:	
Total Sales in Previous Year (RMD/USD)	
Total Exported Value in Previous Year (RMD/USD)	

PART II PRODUCTS

主要产品 Products	型号 Model/Types	用途 Application	主要性能参数 Major features	年生产能力 Annual Capability

PART III COMPANY FACILITIES & CAPABILITIES

A. Main Production Equipment

设备名称 Equipment	型号 Model/Type	主要参数 Major features	数量 QTY



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E. Major Inspection & Testing Equipment/Instruments

QA/Inspection Equipment	Application	Major Features	Qty

PART IV KEY CUSTOMERS

Please describe your five largest customers.

Customer Name	Item Sold to Customer	Annual Volume in Units	Annual Volume in Currency (RMB/USD)

PART V QA SYSTEMS QUESTIONNAIRE**1.0) Management Responsibility:**

- Y N Does your company have a corporate quality policy?
- Y N Is there a formal Q.C. organization within your company?
- Y N If so, does Q.C. report to the highest level of management?

2.0) Formal Quality System:

- Y N Does your company have a formal Quality Control Manual?
- Y N If requested, can a copy of the manual be sent for review?
- Y N If a copy can't be sent, would the manual be available for review during an on-site inspection?

3.0) Contract Review:

- Y N Do you have a documented contract review procedure?
- Y N Are engineering and production capabilities/capacities factored into the decision to pursue a particular job?

4.0) Design Control:

- Y N Does your company have a formal Design Control Manual?
- Y N If requested, can a copy of the manual be sent to for review?
- Y N If a copy can't be sent, would the manual be available for review during an on-site inspection?

5.0) Document Control:

- Y N Are assembly, inspection, and test instructions controlled?
- Y N Are appropriate instructions available for use at each workstation?
- Y N Are customer specific requirements documented and controlled?
- Y N Do you have a documented Engineering Change Control process?

6.0) Purchasing, General:

- Y N Do you maintain a qualified supplier list?
- Y N Are suppliers qualified on a part-by-part basis?
- Y N Do you purchase any commodities from distribution?

6.1) Purchasing, Sub-Contractor Assessment:

- Y N Do you perform supplier surveys prior to approval for purchasing?
- Y N Is the supplier survey process documented?
- Y N Do you have a documented process to disqualify suppliers?
- Y N Are inputs from Manufacturing Engineering and Quality Control factored into your purchasing decisions?
- Y N Does your business sub-contract any major processes?

6.2) Purchasing, Specifications:

- Y N Do you have a documented procedure for generating purchasing drawings?
- Y N Is approved supplier information included on purchasing drawings?

- Y N Are the original copies of each drawing filed in a secure place?
- Y N Are copies of applicable drawings sent with each purchase order?

6.3) Purchasing, Verification of Purchased Product:

- Y N Do you maintain a system of receiving inspection or test?
- Y N Do you use formal sampling plans (Mil. Std. # 105, etc.)?
- Y N Are you using ship-to-stock for any commodities?
- Y N Are copies of purchasing drawings used for receiving inspection?

7.0) Purchaser Supplied Product:

- Y N Do you have procedures for controlling any material consigned from customers?

8.0) Product Identification and Traceability:

- Y N Do you use product serialization?
- Y N Do you use product date-coding or lot markings?
- Y N Do you use operator/inspector stamps for traceability?

9.0) Process Control:

- Y N Are your inspectors dedicated entirely to inspection work?
- Y N Are special processes documented and audited to ensure performance?
- Y N Do you have formal Statistical Process Control (SPC) applications in your facility?
- Y N Do you train your operators in SPC techniques?

10.0) Inspection and Test:**10.1) Inspection and Test, Receiving:**

- Y N Are receiving and inspection plans generated by trained personnel?
- Y N Is newly received material controlled to ensure proper inspection and test before it is released to stock?
- Y N Is receiving inspection and test performed by Q.C. personnel?
- Y N Are nonconforming materials tagged?
- Y N Are nonconforming materials physically quarantined?

10.2) Inspection and Test, In-Process:

- Y N Do you have formal in-process inspection?
- Y N Do the in-process inspectors report to the Q.C. organization?
- Y N Are nonconforming materials tagged?
- Y N Are nonconforming materials physically quarantined?

10.3) Inspection and Test, Final:

- Y N Do you have formal final inspection?
- Y N Do the final inspectors report to the Q.C. organization?
- Y N Are nonconforming materials tagged?
- Y N Are nonconforming materials physically quarantined?
- Y N Is receiving, in-process, and final inspection performed by the same group of inspectors?

10.4) Inspection and Test, Records:

- Y N Are inspection and test records maintained to verify that products shipped conform to the required specifications?
- Y N Are these records kept as per a documented retention plan?

11.0) Inspection, Measuring, and Test Equipment:

- Y N Do you have a calibration procedure for inspection/test equipment?
- Y N Is the calibration status of all equipment easily identified?
- Y N Do you periodically audit the calibration status of your equipment?
- Y N Do you maintain complete documentation showing clear traceability to recognized national or international calibration standards?

12.0) Inspection and Test Status:

- Y N Do you have a documented system for inspector stamp usage?
- Y N Do you have a method for positively identifying the inspection and test status of each item or lot on the manufacturing floor?

13.0) Control Of Nonconforming Product:

- Y N Do you have a controlled quarantine area for nonconforming material?
- Y N Is access to the quarantine area limited to authorized personnel?
- Y N Do you operate a Material Review Board (MRB)?
- N If so, does the MRB chairman report to the Q.C. organization?

14.0) Corrective Action:

- Y N Do you have a documented corrective action process for addressing nonconformances in manufacturing?
- Y N Do you have a documented corrective action process for addressing nonconformances in purchasing?
- Y N Do you have a documented corrective action process for addressing nonconformances in engineering?
- Y N Do you have a documented corrective action process for addressing nonconformances in shipment?
- Y N Are operators empowered to stop the line if a problem is found?

15.0) Handling, Storage, Packaging, and Delivery:

- Y N Do you have documented procedures for handling/storage of materials?
- Y N Do you use first-in, first-out (FIFO) stocking for age-sensitive materials?
- Y N Are the FIFO procedures documented and audited periodically?
- Y N Do you have a documented electro-static discharge (ESD) policy for handling electronic devices?
- Y N Is shipping container design included as part of product development?
- Y N Is the shipping container formally specified for each product?
- Y N Are drop tests performed to verify the success of packaging strategy?

16.0) Quality Records:

- Y N Do you track field return rates against documented goals?
- Y N Do you track the field reliability (MTBF) of your products?

17.0) Internal Quality Audits:

- Y N Do you perform internal audits of engineering, purchasing, manufacturing, or service procedures?

- Y N Are these audits conducted with the highest possible authority?
- Y N Are the results of these audits used to correct problems?

18.0) Training:

- Y N Do you have a formal training program for new employees?
- Y N Do you have a system for qualifying operators for special processes?
- Y N Do you have any employees who are ASQC certified (CQE, CRE, CQA, CQT)?

19.0) Servicing:

- Y N Do you have a separate customer service organization?
- Y N Are test and repair operations for customer returns performed by production personnel (as opposed to a separate group)?
- Y N If a separate group, do they have access to the same documentation, procedures, and equipment used by production personnel?

20.0) Statistical Techniques:

- Y N Do you use SPC or other statistical techniques for any critical processes?
- Y N Do you calculate the process capability index (Cpk) for any critical processes?
- Y N If so, are you targeting a Cpk greater than 1.33?
- Y N Are the statistical results used to refine processes?



PART VI FOUNDRY-SPECIFIC QUESTIONS (IF APPLICABLE)

A. Material Types and Capacities

Material Group	Material Grades	Annual Capacity (MT)	Max Weight	Castings Process (Investment, Sand, Shell, Die)	Machining Capability
Ductile Iron					
Malleable Iron					
Gray Iron					
Austempered Ductile					
Carbon Steel					
Stainless - Austenitic					
Stainless - Martensitic					
Nickel Based					
Aluminum					
Copper Based					
Titanium					

B. Melting Equipment

Type	Acid/Basic	Size (MT)	MT/Day

C. Refining Methods

Type	Tap Ladle Size	Holding Ladle Size and Type	Pouring Ladle Size and Type	Quantity

D. Holding Furnaces

Type	Acid/Basic	Size (MT)	Quantity

E. Core Making Equipment

Core Process	Core Machine (Brand/Model)	Cube Size (mm)	Weight Range (kg)	Quantity



F. Molding Equipment

Mold Process	Mold Machine (Brand/Model)	Sand Type	Facing Sand	Flask Size (mm)	Molds/Hour	Quantity

G. Heat Treat/Stress Relief Equipment

Type	Cube Size (mm)	Cooling Air or Furnace	Quantity

H. Quench & Temper Equipment

Type	Cube Size (mm)	Quench Media	Water Temperature Control (fresh water, heat exchanger)	Tank Size (dimensions, total gallons)	Agitation (horsepower/gallons per hour)

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I. Sand Testing – Do You Perform the Following Tests?

Type	Yes/No	Type	Yes/No
Strength – Compression		Compactability	
Strength – Tension		Mold Hardness	
Strength – Shear		Core Hardness	
Strength – Transverse		Sieve Analysis	
Moisture		Hot Strength	
Permeability		Gas evolution	
AFS Clay		Resin %	
Meth Blue			
LOI			

J. Mechanical Testing:

Equipment	Owned (Yes/No)	Brand & Working Parameter
Spectrometer		
Thermal Analysis for C/Si		
C/S Combustion analysis		
Tensile testing machine		
Metallograph		
Wet Chem Lab		



Hardness testing machine		
Destructive Testing		
Magnetic Particle Inspection		
Ultrasonic Inspection		
Dye Penetrant Inspection		
Radiographic Inspection		

K. Other:

Describe your pattern making capabilities.	
Describe your pattern storage facilities	
Describe your sand/shot blasting capabilities.	
Describe your machining capabilities.	
Describe your sand reclamation capabilities	