



Supplier Self Survey

I. General Company Information

- 1. Company Name _____
- 2. Address _____
- 3. Fax Number _____
- 4. Please fill in any of the addresses below if they are different than above
- 5. Mailing Address _____
- 6. Remit Address _____

7. Please list contact information for the following people in your organization

	Name	Phone	E-mail Address
a. Engineering	_____	_____	_____
b. Sales	_____	_____	_____
c. Quality	_____	_____	_____
d. Manufacturing	_____	_____	_____

- 8. Federal I.D. Number _____
- 9. Number of years in business: _____

10. Is your company Public (please attach most recent Annual Report)
 Private (please list major share holders and check those active in management)

- 11. Parent Corporation _____
- 12. Fiscal Year End Date _____

13. Indicate which Maysteel facilities you currently do business with and the type of products you supply

- a. Allenton
- b.. MSM Manufacturing DE Mexico

II. Company Financial Information

Dunn and Bradstreet Rating _____

	Current Year Forecast	Most Recent Year	Previous Year
Annual sales	_____	_____	_____
% net sales reinvested	_____	_____	_____

III. Materials Management

1. RoHS (Restriction of Hazardous Substances)

- All materials sold are RoHS compliant
 - Materials sold to Maysteel are RoHS compliant
 - If NO, do you offer RoHS compliant alternatives? Explain: _____
-

2. Shop Floor Control System

- On-line computerized tracking of jobs with bar coding
- Computer tracking system utilizing bar coding per customer request
- Manual control system

- a. Please list the ERP/MRP software you are using
- b. List the computer platform the ERP/MRP software is run on?

3. Inventory systems used/available to Maysteel

- KanBan HUB warehouse agreement
- Finished goods stocked Consignment
- VMI at Maysteel

4. Delivery

Prototype lead time days weeks

Current production lead time days weeks

5. Technologies used?

- EDI On-line catalog
- Electronic signal E-mail
- Direct order entry Internet access
- Bar codes EFT

IV. Manufacturing Systems and Processes

Processes Name	% of Process In-House	Comments
Machining		
Casting		
Stamping		
Forming		
Welding		
Plastics		
Painting		
Plating		
Prototypes		
Production samples		

Please describe any other product or process expertise not listed:

Is there a formalized manufacturing program in place for cycle time reduction? Yes No

Does a current documented recovery plan exist? Yes No

1. Capital Equipment

- Innovative equipment
- Latest technology for industry
- standard equipment

Indicate capital investment for new equipment relative to the rate of depreciation

- Exceeds Equal to Less than

2. Equipment Maintenance

- A Total preventive maintenance system is documented and implemented
- Maintenance is performed on an “as needed” basis

3. Producibility

- A design for manufacturability (DFM) review is performed on all new part numbers



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- Engineering and manufacturing review all critical to function (CTF) dimensions
- Defined critical to function dimensions are used as inspection criteria

4. Process Planning

- Process flow charts exist for all processes
- Process flow charts exist on select processes
- Process flow information is available as a process routing

5. Operator Work Instructions

- Revision controlled, detailed operator instructions showing product specifications are available at each work station.
- General work instructions are available at each work station

6. Non-Conforming Material

- All non-conforming material is identified and segregated in a clearly marked area

7. Tooling Approval

- First article inspection results are documented and sent to the customer for all new/revised tooling
- First article inspection results are documented when requested by the customer

8. Process Capability

- Process Capability studies are documented for all new processes and equipment
- Process Capability studies are documented for products when requested by the customer

9. Packaging and Shipping

- Packaging is developed and tested using specifications and procedures

V. Engineering

Number of Engineers % of Engineers that are degreed



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Indicate which Engineering software you have the capability to view or use

View	Work with Native Files	Software Name
<input type="checkbox"/>	<input type="checkbox"/>	Pro/Engineer
<input type="checkbox"/>	<input type="checkbox"/>	SolidWorks
<input type="checkbox"/>	<input type="checkbox"/>	AutoCAD
<input type="checkbox"/>	<input type="checkbox"/>	.pdf files (with Acrobat Reader software)
<input type="checkbox"/>	<input type="checkbox"/>	IGES
<input type="checkbox"/>	<input type="checkbox"/>	Other (Please specify):

A New Product Introduction Process is documented and implemented

Change Control

A "document" change control system is formally documented and implemented

A "process" change control system is formally documented and implemented

VI. Quality

ISO 9001-2000 certified ISO 14000 Certificate Number

1. Quality practices that are performed and documented on a regular basis by your company

- | | |
|---|---|
| <input type="checkbox"/> Quality function deployment | <input type="checkbox"/> Gauge R&R studies |
| <input type="checkbox"/> First article inspection | <input type="checkbox"/> Process capability |
| <input type="checkbox"/> Receiving inspection | <input type="checkbox"/> First piece inspection |
| <input type="checkbox"/> In-process inspection & test | <input type="checkbox"/> Certified Suppliers |
| <input type="checkbox"/> Statistical process control | <input type="checkbox"/> Failure mode effects analysis |
| <input type="checkbox"/> Design of experiments | <input type="checkbox"/> Outgoing product audit |
| <input type="checkbox"/> Customer complaint recording | <input type="checkbox"/> Internal quality system audits |
| <input type="checkbox"/> Corrective / Preventive action | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Non-conforming material identification / segregation | <input type="checkbox"/> Employee training |
| <input type="checkbox"/> Calibration of all measuring and test equipment | <input type="checkbox"/> Management review |

2. Which metrics are used by your company to drive continuous improvement?

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Scrap | <input type="checkbox"/> Outgoing audit results |
| <input type="checkbox"/> Rework | <input type="checkbox"/> Customer returned product data |



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- | | |
|---|---|
| <input type="checkbox"/> First pass yield | <input type="checkbox"/> Inventory turns |
| <input type="checkbox"/> Incoming defects | <input type="checkbox"/> On time delivery |
| <input type="checkbox"/> In-process defects | <input type="checkbox"/> Internal audit results |

VII. Human Resources & Safety

Check all the following that apply to your company

- Ongoing training provided for all levels of employees
- On-the-job training provided for new operators
- Training provided only to "key" people
- Training results are recorded

VIII. SPOC (Maysteel Supplemental Purchase Order Conditions) Manual

- SPOC Manual received
 - SPOC Manual reviewed/accepted
-

IX. Attachments

Attach the following documents (check those items provided):

- | | |
|---|--|
| <input type="checkbox"/> Facilities list with equipment | <input type="checkbox"/> Copy of ISO certification |
| <input type="checkbox"/> Quality manual | <input type="checkbox"/> Organization chart |
| <input type="checkbox"/> Annual financial report | |

Name & Signature _____

Title _____

Date _____