Andy J. Egan Co., Inc.

Supplier Self-Evaluation Survey

For Andy Egan Use Only	*Reviewed By:* *Date:*	*Score:*

Please complete the following survey. **If you are ISO certified, please fill in the first page only and submit with copy of the latest certificate**. Answer Yes, No, or NA to each question. If you have a Quality Manual, you may submit it rather than describing your processes as requested in some of the questions. If you do not have a manual, please enter brief descriptions of your processes in the spaces provided. If necessary, you may attach additional sheets. When complete, fax, email, or mail the completed form and manual to:

Quality Department – Supplier Certification
Andy J. Egan Co.
2001 Waldorf NW
Grand Rapids, MI 49544

Phone: (616) 791-9952, FAX: (616) 301-2529 email: doylej@andyegan.com
Thank you for your cooperation. If you have questions regarding this survey, please contact us.

Supplier Name: _____

Address: _____

_____

Quality Representative: _____ Sales: _____

email: _____ email: _____

Finance/Accounting: _____ CEO: _____

email: _____ email: _____

Survey Completed By: _____ Title: _____

Phone Number: _____ Fax: _____

Email: _____ Web Site URL: _____

Products/Services Offered: _____

_____

References/Customers: _____

(indicate names) _____

Fabricator or distributor? _____

Facility's square area (sq.ft / m2) : _____ Date: _____

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Certificate sent? YES NO (Circle one) Credit Limit: $ _____ Terms:

Business Type: Foreign Corp. LLC Other (Circle one) W-9 Requested? (Attach copy)

Account set up by: Date:

Item	Y/N
If your quality system **IS CERTIFIED** to an RAB recognized Quality Standard (ISO, TS, AS, etc) you do not need to complete this survey. Send a copy of your current certificate to Andy J. Egan Co.. If your quality system **IS NOT CERTIFIED** to an RAB recognized Quality Standard (ISO, TS, AS, etc) then you do need to complete this survey. Be sure to sign the first page and fax, mail, or email a copy of it to the address listed above.	
Do you have a written Quality Policy that is communicated to the work force? How?	
Do you hold management reviews of your QA program? If so, define the management review process.	
Do you have an organization chart? If so, please provide a copy.	
Has someone been identified to represent management to assure the Quality System requirements are implemented and maintained? Title: _____	
Are the results of Internal Audits reviewed and addressed in the Management Review process?	
If your quality system is not certified to an international standard, does it comply with one? List which.	
Do you perform advanced product quality planning? If so, briefly describe your system.	
Do you have process controls in place? If so, briefly define them.	
Do you have a Purchase Order/Contract review process? If so, briefly describe your system.	
Do you have a system that assures that all customer drawings, standards, and other controlled reference documents are maintained?	
Do you have a process that assures that the latest revision of customer requirements are communicated to the production operators? If so, briefly describe your system.	
Do you have a system of control of internal documents? Circle all that apply. Creation, Review, Change, Approval, Distribution, and Retrieval of documents when obsolete	
Do you have a system for the evaluation and selection of your suppliers? If so, briefly describe your system.	

Item	Y/N
Do you have an approved supplier list? If so, briefly describe it. Include the criteria and process by which suppliers are added and removed.	
Do you have a supplier corrective action process? Circle all that apply. Formal document, Requirements for root cause analysis, Short term corrective action, Long term corrective action, Follow up, Escalation	
Do you have a process for the on-going control of suppliers? If so, briefly describe your system.	
Do you have a process for the identification, verification, storage and maintenance of customer-supplied product?	
Do you use process control tools? Circle all that apply. Process flow diagrams, Process Control Plans, Work instructions, Action on finding a non-conformance	
Do operator work instructions adequately reflect the actual operator/process requirements? Describe the process that assures that employees perform operations/inspections according to documented instructions.	
Do you have a preventative maintenance program? If so, circle all that apply. Schedules, Responsibilities, Equipment process capability improvement opportunities, Machine/process downtime predictability, Availability of replacement parts for key manufacturing equipment	
Do you have a process that ensures machine capability of new, re-built or relocated equipment? If so, briefly describe your system.	
Do you have a Receiving Inspection process? Circle all that apply. Acceptance plan (list: _____), Sampling plans, Certified products (No receiving inspection), Inspection plans/checklists, Action on finding a non-conformance.	
Do you have a system that assures all required in-process inspection and testing is performed per documented procedures? If so, briefly describe your system.	
Do you perform final inspection and / or dock audits? If so, briefly describe your system.	
Do final inspection/test records reference acceptable results of all required inspections and tests?	
Is product identified as such as held until all activities specified on the quality plan have been satisfactorily completed? Describe your Deviation process.	

Item	Y/N
Do you have a system for ensuring that all Inspection, Measuring and Test Equipment is properly maintained and calibrated? Circle all that apply. Unique identification of each instrument, Recall and frequency adjustment for calibration, History, Use of personal gages, Traceability to National Standards, Identification of out of calibration or damaged equipment, Calibration environmental controls, Training of personnel	
Do you have a method to indicate test status? Circle all that apply. Part identity, Status of required inspections and tests, Acceptability of results	
Do you have a process for review of non-conforming product? Circle all that apply. Authority, Identification, Documentation, Segregation, Disposition	
Do you have a process for disposition of non-conforming product? Circle all that apply. Use As Is, Repair, Rework, Scrap, Deviation, Review/disposition authority, Customer notification when applicable	
Is reworked/repaired product controlled to assure it is re-inspected prior to shipment?	
Do you have a Corrective Action process? Circle all that apply. Internal rejects, Customer complaints/returns, Preventive actions, Closed-loop system, Root cause analysis and problem solving techniques, Statistical analysis, Follow up, Escalation process	
Do you have product-handling methods to prevent damage of product? If so, briefly describe your system.	
Are packaging/marking/preservation instructions available to the shipping department?	
Do you have a process for the control of quality records? Circle all that apply. Identification, Indexing, Filing, Storage, Maintenance, and Disposition of Quality records.	
Do you have an internal audit system? If so, circle all that apply. Responsibility and authority defined, Planning and scheduling, Corrective action/follow-up/escalation, Qualification requirements for auditors, Results are reported to top management	
Do you have a training program? If so, circle all that apply. Coordinator/Manager/Trainer assigned, Training needs assessed and identified/documented, Tracking	
Do you use statistical techniques? If so, circle all that apply. The need for has been addressed and identified, Training, Criteria have been defined, actions taken when opportunities for improvement are identified (out of control conditions, trends, etc.).	

Andy J. Egan Quality Assurance: *Review the results submitted by the supplier. Ensure that NA has been appropriately used. Count the number of items that have a Yes response. Divide this number by (38 less the number of NAs). Multiply by 100. Enter the score on the 1st page.*

Formula		*Calculations*	
Qty of "Yes" / *38 – "N/A"*	*X 100 = Score*	*Qty Yes:_____* / *(38 - ___)= ___*	*X 100 = _____ Score*

Procurement Notes:
Signed: Date: