



Hitachi Metals

Supplier Quality Survey

Date	
Supplier	
Phone No.	
Fax No.	
Main Supplier Contact	

Non-Business Hours Contact and Phone No.:

Name	
Position	
Phone Number	

Preface:

This document is used for the evaluation of the quality system and capabilities of potential or current AAP-Hitachi Metals suppliers. A quality survey does not convey source approval or assurance of commercial business.

Please answer all questions. If you cannot answer a question, contact your AAP representative. Contents of this survey will be kept confidential.

AAP:

	Signature	Print Name / Date
Quality Representative		
Purchasing Representative		

Supplier:

	Signature	Print Name / Date
Quality Representative		
Purchasing Representative		

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Quality Systems Registration Status

1. Is your company ISO/QS/TS registered? Yes___ No___
A. If yes, by what agency, to what level and when does it expire? (Please attach a copy of Certificate of Registration.)

- B. If no, are you currently pursuing registration? Yes___ No___
C. If you are currently pursuing registration, what agency are you working with, and when is an audit scheduled?

2. Does your company require certification and/or registration from your suppliers? Yes ___No___

- A. If yes, do you have a listing that shows this by supplier and how do you know it is current?

SECTION I: General Company Information

1. List the basic products produced at this location:

2. Business Hours: Daily Hours: _____
Number of Shifts: _____

3. Are you a certified supplier to any of your customers to whom you supply similar products?
Yes ___ No ___

4. Personnel: Total number of employees: _____
Production hourly: _____ Support areas salaried: _____
Quality hourly: _____ Quality salaries: _____

5. Organizational Structure: Attach a copy of the plant organization chart to this evaluation form. Be sure to have the names of key management personnel.

6. Union Shop? Yes _____ No _____
A. If yes, name of Union: _____
Contract due date: _____ Length of union contract: _____

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SECTION II: General Quality Program

1. Is the organization responsible for quality, a separate and distinct part of your operation?
Yes _____ No _____

2. Is the authority and responsibility of the above organization clearly defined in writing?
Yes _____ No _____

A. What level of management does the Quality Manager report to? _____

3. Are process/product control functions and responsibilities clearly defined? Yes ___ No ___

4. Are written procedures and/or policies available to those responsible for product quality (QA Manual)? Yes _____ No _____

A. How are these procedures updated and maintained?

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B. Are these procedures implemented as written? Yes _____ No _____

C. Has the most recent revision of your Quality Manual been sent to AAP? Yes ___ No ___
(If no, please include a copy with this survey)

5. Are written instructions and inspection procedures available for testing/inspection, incoming, in-process and outgoing auditing? Yes ___ No ___

A. Do sample sizes and frequencies comply with the stated inspection standards? Yes ___ No ___

6. How do you indicate the processing and inspection status of products throughout your system (tagging, shop flow router, routing sign-offs, etc.)?

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A. Are effective controls in place to accurately provide part or lot number identifications throughout processing, storage, packing and shipping? Yes ___ No ___

B. Traceability example: Trace a particular item throughout your system as described in (A) above.

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SECTION III: Gauges and Test Equipment

1. What appropriate gauges and test equipment are available to facilitate process control?

A. Are gauges, test equipment and personnel adequately located throughout your operations?
Yes ___ No ___

2. Do you have an effective gauge and test equipment maintenance program? Yes ___ No ___

A. Are all new gauges and test equipment calibrated and approved prior to use? Yes ___ No ___
B. Are records kept verifying that gauges and test equipment are periodically inspected, calibrated and tagged? Yes ___ No ___

SECTION IV: Incoming

1. Do you have a procedure for assuring the quality of incoming products and/or services? Yes ___ No ___

A. What controls are in place to prevent movement of incoming nonconforming material into the production system?

2. Are quality audits performed on your sub-suppliers?

Yes ___ No ___ Frequency: ___

A. Do you have an approved supplier listing? (If yes, please include a copy of your approval procedure.) Yes ___ No ___

B. Do you have a supplier certification program? (If yes, please include a copy of your certification procedure.) Yes ___ No ___

C. Do you have a supplier rating system? (If yes, please include a copy.) Yes ___ No ___

3. What systems are in place to ensure certification of material from sub-suppliers (where applicable)?

A. How are certification/records maintained?

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4. How do you communicate changes to your process/raw materials etc to your customers?

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SECTION V: In-Process and Outgoing

1. Are tests and inspections performed on in-process and outgoing material? Is there a procedure for this and are records maintained? Yes ___ No ___

2. How are production operations that produce nonconforming or out-of-control products identified?

A. Who is authorized to stop a nonconforming operation?

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B. How is management alerted to quality concerns?

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3. Are documented rejection procedures available and used? Yes ___ No ___

4. Does your company use 1st piece acceptance/inspection criteria on initial material produced?
Yes ___ No ___

5. Please describe how you analyze nonconforming product, determine mode, and take corrective action.

A. What form of corrective and preventive action plan is in effect for returned material?

B. How is this process documented?

C. In the event of a field failure of the product you supply to AAP, who would we contact? (Name, Title, Address, Procedure)

6. Does your company have a documented Error Proofing and Improvement plan? Yes ___ No ___

7. Do you have bar-code/EDI capabilities available? Yes ___ No ___

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SECTION VI: Statistical Process Control

- 1. Do you have an on-going SPC system? Yes___ No___
- 2. Is SPC utilized for significant product characteristics and process parameters? Yes___ No___
 - A. Who chooses which items are to be monitored through SPC?

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- 3. Do your SPC control charts indicate that statistical control has been achieved and process capability demonstrated (please include a copy of a control chart that is used for an AAP product)?
Yes___ No___
- 4. Are your sub-suppliers required to use SPC and provide that information? Yes___ No___
 - A. What percentage? _____%
- 5. Are all levels of your personnel undergoing any type of SPC training? Yes___ No___

SECTION VII: Additional Comments (attach sheet if necessary)
