



VENDOR QUALITY SURVEY

SUPPLIER # _____ SIC # _____ CAGE/FSCM # _____

NAICS # _____ <http://www.sba.gov/>

NAME OF COMPANY: _____

NAME OF PARENT COMPANY: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE # _____ FAX# _____

CONTRACTS/SALES CONTACT: _____

E-MAIL: _____

1. ORGANIZATIONAL RESPONSIBILITIES:

a. Quality Control/Assurance _____ Title _____

Reports to _____ Title _____

b. Manufacturing _____ Title _____

Reports to _____ Title _____

2. How many are employed in the following categories :

a. Engineering _____

b. Manufacturing and Assembly _____

c. Quality Control and Inspection _____

d. Reliability / Quality Engineering _____

3. Is the facility under Government Inspection Cognizance ?

Yes ____ No ____ Branch _____ Resident ____ Itinerant ____

4. List some of your major customers with whom you are doing similar business : _____

5. What types of products are manufactured? _____

All information obtained during the Quality Survey will be maintained as confidential by Signal Technology, Arizona Operation, and will not be disclosed in any form to any other entity.

C - IN-PROCESS CONTROL

	<u>YES</u>	<u>NO</u>
C-1 Is in-process inspection performed by Quality Control personnel ?	___	___
C-2 Are manufacturing inspection plans or written inspection procedures, detailing accept/reject criteria, prepared and maintained ?	___	___
C-3 Does each station have current drawings, and/or instructions available to perform the job ?	___	___
C-4 Is lot traceability maintained throughout ?	___	___
C-5 Is first-piece inspection performed ?	___	___
C-6 Does a training program exist for new Quality Control, Inspection, or Test personnel ?	___	___
C-7 Is there a formal system for detection and preventing repetitive process discrepancies ?	___	___
C-8 Are screening and/or environmental tests performed ?	___	___
If so :		
a. Does test procedure define acceptance parameters ?	___	___
b. Does test record indicate actual measurements ?	___	___
c. Is test data maintained and readily traced to a specific lot ?	___	___
d. Are rejected parts separated and identified ?	___	___

D - FINAL INSPECTION

D-1 Are outgoing shipments to the customer checked for conformance to specific revisions ?	___	___
D-2 Does Final Inspection have access to customer Purchase Order and current drawings ?	___	___
D-3 Does Material Review Board exist for items that do not meet customer specifications ?	___	___
D-4 Are records and/or test data maintained ? How long ? _____	___	___

E - STORAGE, PACKAGING, SHIPPING

	<u>YES</u>	<u>NO</u>
E-1 Are materials properly handled and stored to prevent damage, contamination, and/or loss ?	___	___
E-2 Are materials traceable to C of C, test documents or Purchase Order ?	___	___
E-3 Is raw material identified for lot traceability ?	___	___
E-4 Is quality of product safeguarded between Final Inspection and shipping ?	___	___
E-5 Is shipping inspection performed or audited by Quality Control personnel ?	___	___

F - EQUIPMENT MAINTENANCE AND CALIBRATION

F-1 Are written procedures in effect to control tools, gauges, and test equipment ?	___	___
F-2 Is there a tool check-out and accountability system in effect ?	___	___
F-3 Are written procedures used for inspection and calibration of tools, gauges, and test equipment ?	___	___
F-4 Are tools, gauges, and test equipment identified to reflect date of calibration/ inspection due ?	___	___
F-5 Is there a periodic inspection of jigs and test fixtures ?	___	___
F-6 Is the calibration system in compliance with MIL-STD-45662, ISO 10012-1, or ANSI/NCSL Z 540-1?	___	___

G -BUSINESS TYPE

_____ MANUFACTURER _____ DISTRIBUTOR _____ PROCESSOR

_____ SERVICE _____ OTHER (DESCRIBE): _____

H - BUSINESS ORGANIZATION:

The supplier, by checking the applicable box, represents that it operates as:

_____ A corporation under the laws of the state of _____

_____ An individual _____ A partnership _____ Limited Liability Corporation

_____ A nonprofit organization _____ Limited Liability Partnership

_____ A foreign entity, registered in _____ (COUNTRY) _____ A joint venture

_____ Foreign Affiliates

_____ Registered with DDTC (Directorate of Defense Trade Controls)

_____ DDTC Registration Expiration Date

I - BUSINESS CLASSIFICATION: [FAR 19.304, 52.219-1,2,3,21,&22]

The supplier, by checking the appropriate box(s), certifies that they operate as:

- Large Business
- Small Business
- Small Disadvantaged Business (SBA Certified)
_____ SBA Certification Number
- HUBZone Small Business (SBA Certified)
_____ HUBZone certification Number
- Women/Owned Small Business
- Veteran Owned Small Business
- Disabled Veteran Owned Small Business
- Foreign Owned Business
- Alaska Native Corporation (ANC) and Indian Tribes that are not Small Disadvantage
(Same but exclude the word "Disadvantaged")
- Alaska Native Corporation (ANC) and Indian Tribes that are not Small Disadvantage
(Same but exclude the word "Disadvantaged")

J - TAXPAYER IDENTIFICATION: {FAR 52.204-3}

Supplier Taxpayer Identification Number (TIN) is: _____

or

_____ TIN has been applied for

_____ TIN is not required because:

_____ Supplier is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.

_____ Supplier is an agency or instrumentality of a foreign government.

_____ Supplier is an agency or instrumentality of a federal, state or local government.

_____ Other (state basis) _____

Corporate Status:

_____ Corporate entity

_____ Corporation providing medical and health care services

_____ Sole proprietorship

_____ Partnership

_____ Hospital or extended care facility exempt from taxation
[26 CFR 501 C3 and 26 CFR 501 A]

Common Parent

_____ Supplier is not owned or controlled by a common parent (a corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member)

_____ Name and TIN of common parent:

Name _____

TIN # _____

K - DRUG FREE WORKPLACE [FAR 52.223-6]

_____ Supplier certified that if orders equal or exceed \$25,000, they will, no later than 30 days after purchase order award or by a date prior to when performance is expected to be completed comply with all provisions contained in FAR 52.223-6.

L - CERTIFICATION OF DEBARRED/SUSPENDED STATUS:

Supplier _____ is _____ is not (check one) debarred, suspended, or proposed for debarment by the Federal Government per FAR 9.409 and FAR 52-209-5.

M - ANTI-KICKBACK PROCEDURES: [FAR 52.203-7]

_____ Supplier certified that they understand and comply with Anti-Kickback procedures of FSR 52.203-7 in its entirety.

N - PROHIBITION OF SEGREGATED FACILITIES [FAR 52.222-21]

_____ Supplier certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities of the Equal Opportunity clause in the contract.

O - AFFIRMATION ACTION COMPLIANCE: [FAR52.222-25]

_____ Supplier certifies that it has 50 or more employees, holds a contract of \$50,000 or more as a prime or subcontractor, and maintains an affirmative action program per 41-CFR 60-2;

_____ Supplier certified that , if awarded a contract of \$50,000 or more, or individual contracts that aggregately exceed %50,000, it will comply with affirmative action programs and regulations;

_____ Supplier has less than 50 employees and therefore is exempt.

P - EQUAL OPPORTUNITY: [FAR 52.222-26]

_____ Supplier certified that it complies with FAR 52.222-26(a) and (b), (1 though 11).

Q - AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES: [FAR 52.222-36]

_____ Supplier certifies that it _____ is, _____ is not in compliance with applicable affirmative action and labor laws pertaining to the employment of workers with disabilities.

R - AFFIRMATIVE ACTION FOR DISABLED VETERANS & VETERANS OF THE VIETNAM ERA:

_____ Supplier certifies that it is in compliance with applicable affirmative action and labor laws pertaining to the employment of Disabled Veterans and Veterans of the Vietnam Era.

S - CLEAN AIR AND WATER CERTIFICATION:

_____ Supplier certifies that any facility to be used in any proposed purchase order _____ is, _____ **is not** on the EPA List of Violating Facilities.

T - LIST OF SUN-TIER SUPPLIERS OUTSIDE OF THE UNITED STATES:

**U - REQUIREMENTS FOR CONTRACTS INVOLVING EXPORT CONTROLLED ITEM
[DFAR 252.204-7088]**

_____ Supplier certifies that they understand and comply with the requirements for export controlled items.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND COMPLY WITH THE APPLICABLE STATEMENTS OF THE VENDOR SURVEY CERTIFICATION (AS MARKED).

COMPANY NAME: _____
(PLEASE PRINT)

NAME: _____
(PLEASE PRINT)

TITLE: _____
(PLEASE PRINT)

SIGNATURE: _____ **DATE:** _____

FOR ST INTERNAL USE ONLY

VENDOR _____ I.D.# _____

ST AUDIT CONDUCTED BY: _____ DATE _____

AUDIT FORM REVIEWED BY: _____ DATE _____

APPROVED BY: _____ DATE _____

APPROVED FOR COMMERCIAL USE ONLY BY: _____ DATE _____

DISAPPROVED BY: _____ DATE _____

STATE REASON FOR DISAPPROVAL

CONDITIONAL APPROVAL BY: _____ DATE _____

STATE REASON FOR CONDITIONAL APPROVAL

NOTES/COMMENTS
