

Company Name:

Years in Business: _____

Address:

Facility Size (Sq. Ft.) _____

Survey Completed By:

Email: _____

Total Number of Employees: _____

Employee Count by Department:

Sales/Admin: _____ Production: _____ Quality: _____

Quality Management System

Are persons responsible for performing Quality Assurance functions named, qualified and trained to carry out defined duties?

Yes No N/A

Is the Quality System registered to an ISO Standard?

Yes No N/A If yes please specify: _____

Is there a record retention system for maintaining certifications, test reports and other pertinent quality related documentation?

Yes No N/A

Is there an employee training program?

Yes No N/A

Is there a procedure to control and segregate of nonconforming products?

Yes No N/A

Is there an established receiving inspection/verification process?

Yes No N/A

Please return this form to the ATPG Quality Control team by email - surveys@activartpg.com

Quality Management System

Is the Quality System reviewed periodically to assess its continued suitability and effectiveness?

- Yes No N/A

Contract Review

Are all new contracts and purchase orders reviewed for adequacy prior to acceptance?

- Yes No N/A

Document Data Control

Does the supplier maintain standard procedures for the control of documents, specifications and data pertinent to the product?

- Yes No N/A

Are technical data reports specific to the products available, current, legible, and accessible?

- Yes No N/A

Is there a documented procedure for the method of storage, distribution and retrieval of documents?

- Yes No N/A

Do records indicate a clear path of traceability?

- Yes No N/A

Purchasing

Is there a procedure that will assure that all items meet the PO and customer requirements?

- Yes No N/A

Does the supplier have a list of approved suppliers?

- Yes No N/A

Product Identification and Traceability

Does your program control the identification of product from receipt to delivery?

- Yes No N/A

Does your facility co-mingle batches of material to meet the needs of the customer?

- Yes No N/A

Do you maintain traceability to the original batches of material?

- Yes No N/A

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Product Identification and Traceability

Are the documents that are received with the product checked by inspection personnel for completeness and accuracy?

Yes No N/A

Are the purchase order requirements verified against the product that is received?

Yes No N/A

Final Inspection

Does your final inspection verify that the product is in accordance with the purchase order requirements?

Yes No N/A

Control of Inspection, Measuring and Test Equipment

Does your facility document and maintain procedures to control and calibrate measuring and test equipment?

Yes No N/A

Are all calibrated tools traceable to a recognized national or international standard?

Yes No N/A

Are calibrated tools identified with the status and date of calibration?

Yes No N/A

Does your facility have a procedure for the recall of product after shipment if a calibrated tool is found to be un-calibrated?

Yes No N/A

Inspection and Test Status

Is the system used for identification and test status a documented procedure?

Yes No N/A

Is the identification of the inspection or test status maintained throughout all operations of the product realization?

Yes No N/A

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Control of Nonconforming Products

Does your facility maintain procedures pertaining to the identification, documentation, evaluation, segregation and disposition of nonconforming product?

Yes No N/A

Is there a procedure for implementing an effective corrective action?

Yes No N/A

Handling, Storage, Packaging, Preservation and Delivery

Does your facility properly segregate and label each lot/batch of material?

Yes No N/A

Can your program assure that an adequate shelf life remains on the part before it is shipped to the customer?

Yes No N/A

Control of Quality Records

Are records pertaining to product quality, integrity and traceability adequately protected from damage, deterioration and alteration?

Yes No N/A

Does your facility maintain a record retention policy?

Yes No N/A

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