Hydrasearch Company, LLC Supplier Self Audit

Company Name: _____   Date: _____

Company Address: _____   Web Page: _____

_____   Company Age: _____

Quality Assurance Manager: Plant Size: _____

Total Number of Employees: ____   Number of QA Employees: ____   Number of Production Employees: ____

1. Do you acknowledge that source inspection may be a requirement to do business?   Yes ____   No ____

2. List all standards the quality system is based on

    ANSI/ASQ Z1.4 ____   Mil -Q-9858 ____   Mil-I-45208 ____   Other ____

    *   ISO 9001 ____   ISO 9002 ____   NADCAP ____   AS9100 _____

* If your company is currently certified to ISO-9001 or AS9100 enclose copy of certification in lieu of completed form QC314

3. Principle products made at the facility:

_____

4. Classify your Supplier Type

Manufacturer ____   Special Process ____   Distributor ____   Mill ____

5. List major customers or programs:

_____

6. Special process performed (e.g. welding, plating, etc.):

_____

7. Level 1 Supplier ____

   (check if you are currently a qualified Level 1 supplier)

Comments

Quality System and Program Management	Yes	No	NA
1. Are the QA Manager. and inspection personnel independent of manufacturing?			
2. Is there a Quality Manual? If so, enclose uncontrolled copy with this form.			
3. Is there inspection and test procedures?			
4. Does the QA dept. have the authority to hold back nonconforming parts?			
5. Does the QA dept. track rejections and nonconforming material?			
6. Are internal audits performed on procedures, operations, and personnel?			
7. Are contracts reviewed for accuracy and special requirements?			
8. Are all finished goods inspected by QA for compliance to drawings & contracts?			
9. Is lot identity maintained throughout the production processes?			
10. Procedures control method of indicating inspection status (stamps, tags, etc.).			

Comments

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Drawings and Change Control	Yes	No	NA
1. Are there written procedures describing design change control?	☐	☐	☐
2. Is a system in effect to control customer supplied drawings?	☐	☐	☐
3. Are obsolete drawings removed from the system?	☐	☐	☐
4. Are there processes for processing change proposals that require approval?	☐	☐	☐

Comments

Control of Purchases	Yes	No	NA
1. Is there a system to evaluate and audit new and existing suppliers?	☐	☐	☐
2. Are vendors selected based on a quality/delivery rating?	☐	☐	☐
3. Is there a system to control nonconforming product?	☐	☐	☐
4. Does QA review purchase orders for QA requirements?	☐	☐	☐
5. Is there a system to monitor age control on those items requiring it?	☐	☐	☐
6. Is there a system to keep uninspected items from being used?	☐	☐	☐
7. Does the company request certificates of conformance and test reports?	☐	☐	☐

Comments

Receiving Inspection	Yes	No	NA
1. Does QA inspect all incoming materials for conformance?	☐	☐	☐
2. Do QA personnel verify Certificates of Conformance and test reports?	☐	☐	☐
3. Are sample plans in accordance with a recognized established standard?	☐	☐	☐
4. Are there documented procedures ensuring product traceability?	☐	☐	☐

Comments

Nonconforming Material	Yes	No	NA
1. Is there a documented procedure for handling nonconforming material?	☐	☐	☐
2. Is rejected material identified, segregated, and tagged?	☐	☐	☐
3. Are adequate holding areas used?	☐	☐	☐
4. Are records maintained and used to detect recurring discrepancies?	☐	☐	☐

Comments

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In-Process/Final Inspection	Yes	No	NA
1. Is there a documented procedure for in-process and final inspection?			
2. Are drawings, specifications, procedures, and ITIs readily available?			
3. Is a documented sampling plan against a recognized standard used?			
4. Do shop travelers contain all information required to perform QA checks?			
5. Are inspection records maintained and available?			
6. Is re-work inspection documented?			

Comments

Material Handling and Storage	Yes	No	NA
1. Are there documented procedures for material handling and storage?			
2. Is material segregated and identified by part number?			
3. Is limited shelf life material identified and controlled?			
4. Is there a process of first in - first out?			

Comments

Measuring and Test Equipment	Yes	No	NA
1. Is there a documented calibration program for measurement and test equip.?			
2. Is the equipment calibrated to a recognized standard? List below.			
3. Is the equipment identified or tagged with last and next calibration date?			
4. Are calibration record maintained and available?			

Comments

Security, Malpractice and Fraud	Yes	No	NA
1. Data and security control measures are in place to protect data and documents			
2. Malpractice and Fraud prevention are followed and flowed down to suppliers.			

Completed By:	Title:
Signature:	

Hydrasearch Review:

Comments

Hydrasearch Quality Approval Signature & Date