Vendor Self Audit

Thank you for your interest in becoming qualified to be on Hydrasearch's approved vendor list. Please make sure that you read, understand and complete this form in its entirety. If you have any questions regarding this form, please reach out to purchasing@hydrasearch.com.

Company Contact Information

Company Name: ______________________ Website: ______________________

Address: ______________________ Phone #: ______________________

______________________ Fax #: ______________________

Sales Contact

Name: ______________________ Phone #: ______________________

Title: ______________________ Email: ______________________

Quality Contact

Name: ______________________ Phone #: ______________________

Title: ______________________ Email: ______________________

General Information

Facility Size (ft^2): ______________ # of Shifts: __________ Employee Count: __________

Business Breakdown (%): Commercial: ________ GOVT: __________ # Production: __________

Business Status: ☐ Small ☐ Large # Quality: __________

CAGE: ___________ UEI: ______________________ Primary NAICS: ___________ Secondary NAICS: ___________

If a small business, identify all applicable small business categories:

☐ Woman-owned ☐ Disadvantaged ☐ Veteran-owned

☐ Service-Disabled Veteran-owned ☐ Native American Indian Owned ☐ HUB Zone Location

☐ HBC/Minority Institution ☐ Alaska Native Corporation ☐ Native Hawaiian SB Concern

☐ Workshop approved by the Committee for Purchase from People Who are Blind or Severely Disabled

NOTICE: In accordance with FAR 52.219-9 (e), representative is hereby notified that there are penalties and remedies for misrepresentations of business status for the purpose of obtaining a subcontract under a US GOVT contract.

Vendor Type: ☐ Manufacturer ☐ Distributor ☐ Service Provider ☐ Other: ______________

Product(s)/Service(s) Provided: ____

____

____

Approved to receive CUI (CMMC 2.0 Level 2 Self-Assessment or C3PAO assessment)? ☐ Yes ☐ No

Approved to receive NNPI (JCP Verified)? ☐ Yes ☐ No

Are you on General Dynamics Electric Boat's Approved Supplier List? ☐ Yes ☐ No

Are you on Huntington Ingalls – Newport News Shipyard's Approved Supplier List? ☐ Yes ☐ No

Vendor Self Audit

Do you currently process/manufacture any Level 1 products? ☐ Yes ☐ No

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

Do you have procedures to ensure that subcontracted special processes are approved? ☐ Yes ☐ No

Quality System Information

Please indicate which, if any, standards your QMS is certified to:

☐ ISO 9001 (Quality Management) ☐ ISO 13485 (Medical Device) ☐ ISO 17025 (Calibration)

☐ NADCAP AC7004 (QMS) ☐ NADCAP AC7114 (NDT) ☐ A2LA (Calibration/Testing)

☐ AS 9100 (Aerospace QMS) ☐ AS 9120 (Aerospace Distribution) ☐ ABS QE (Marine/Offshore QMS)

☐ Other: ______________________________

** If your company's QMS is actively certified through a qualified registrar, please enclose copy of the certification. This will act as objective quality evidence of a stable QMS and the subsequent questionnaire section does not need to be completed.*

QMS Questionnaire

Quality System & Program Management	Yes	No	N/A
1. Are the QA Manager and inspection personnel independent of manufacturing?	☐	☐	☐
2. Do you have a Quality Manual? **Please include a copy of the TOC.*	☐	☐	☐
3. Do you have established inspection and test procedures?	☐	☐	☐
4. Does Quality have the authority to hold back nonconforming parts?	☐	☐	☐
5. Are finished goods inspected for compliance to drawings & contracts?	☐	☐	☐
6. Is traceability maintained throughout the production processes?	☐	☐	☐
Comments:			

Drawings & Change Control	Yes	No	N/A
1. Are there written procedures describing design change control?	☐	☐	☐
2. Is a system in effect to control customer supplied documentation?	☐	☐	☐
3. Are obsolete documents controlled to prevent unintended use?	☐	☐	☐
Comments:			

Control of Purchases	Yes	No	N/A
1. Is there a system to evaluate new and existing suppliers?	☐	☐	☐
2. Is vendor performance monitored based on a quality/delivery?	☐	☐	☐
3. Is there a system to keep uninspected items from being used?	☐	☐	☐
4. Does the company request certificates of conformance and test reports?	☐	☐	☐
Comments:			

Vendor Self Audit

Receiving Inspection	Yes	No	N/A
1. Are incoming materials inspected for conformance?	☐	☐	☐
2. Are Certificates of Conformance and test reports reviewed for accuracy?	☐	☐	☐
3. Are sample plans in accordance with a recognized established standard?	☐	☐	☐
Comments:			

Nonconforming Material	Yes	No	N/A
1. Is there a documented procedure for handling nonconforming material?	☐	☐	☐
2. Is rejected material identified, segregated, and tagged?	☐	☐	☐
3. Are records maintained and used to detect recurring discrepancies?	☐	☐	☐
Comments:			

In-Process/Final Inspection	Yes	No	N/A
1. Is there a documented procedure for in-process and final inspection?	☐	☐	☐
2. Are drawings, specifications, procedures, and ITIs readily available?	☐	☐	☐
3. Are inspection records maintained and available?	☐	☐	☐
4. Is re-work inspection documented?	☐	☐	☐
Comments:			

Material Handling and Storage	Yes	No	N/A
1. Are there documented procedures for material handling and storage?	☐	☐	☐
2. Is material segregated and identified by part number?	☐	☐	☐
3. Are limited shelf-life material identified and controlled?	☐	☐	☐
Comments:			

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

Security, Malpractice, Fraud, and Counterfeit Materials	Yes	No	N/A
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.	☐	☐	☐
3. To prevent counterfeiting, only parts acquired from authorized distributors are used.	☐	☐	☐
Comments:			

Hydrasearch Review			
Review Date:		Questionnaire Score:	

Vendor Self Audit

Reviewer Name:		Title:	
Special Process Verification (if applicable): Comments:			