



**COMPANY and DIVISION NAME:**

**Point of Contact for QUALITY/PRODUCT ASSURANCE:**

Name:  
Title:  
Telephone Number:  
Fax Number:  
E-Mail address:

**Point of Contact for INSIDE SALES:**

Name:  
Title:  
Telephone Number:  
Fax Number:  
E-Mail address:

If ISO 9000:2000 certified, fill-out A-J and attach a copy of your registration

**QUALITY QUESTIONS:**

**YES NO N/A**

A. Company has a written Quality System Manual that is communicated to all employees and periodically reviewed and updated. If Yes, please provide a copy of cover page

Document Number: Revision:

B. Configuration Management System maintained in accordance with \_\_\_\_\_

C. Specific identification of documents for: specifications, procedures, methods & work instructions

D. Company maintains documented procedures for all Inspection personnel.

E. Actual samples are used in inspection and verification (not just the paperwork)

F. Notification to customer upon discovery that non-conforming material has been shipped

G. Distributor re-grades or reworks material in their possession or knowingly distributes re-graded material that is not presented as such

H. Customer notification of changes in product materials, form, fit or function

I. RSI, it's customers and regulatory agencies may visit your facilities and seek access to objective evidence of compliance to contractual and regulatory requirements

J. Product or process requirement changes are communicated to sub –tier suppliers (as required)

**If ISO 9000: 2000 certified by a 3<sup>rd</sup> party you may skip the balance of this form**

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1. Quality personnel have access to top management in the resolution of quality problems.

2. Quality personnel participate in contract review to identify and evaluate quality requirements.

3. Quality personnel review manufacturing plans prior to implementation to establish appropriate inspection points.

4. Quality capabilities of procurement sources, including those furnishing special process services, are evaluated prior to procurement.

5. An Approved Supplier List is maintained and periodically updated.

6. Quality personnel review purchase orders to assure incorporation of applicable drawings, specifications and quality requirements.

7. Certified test reports or certificates of conformance are obtained on purchased material.

8. Periodic tests are conducted to verify accuracy of certificates and test reports.

9. Incoming raw materials are properly identified pending acceptance.

10. Contractor/government furnished material is controlled by segregation and identification.

11. Positive traceability is maintained of all materials to applicable certification/test report.

12. Incoming shipments are identified, segregated and controlled pending inspection

13. Copies of applicable purchase orders are available to Receiving Inspection.

14. Drawings, specifications, and supplier catalogs are available to Receiving Inspection.

15. Sampling inspection plans are used in Receiving Inspection.

16. All material is approved by Receiving Inspection prior to being released to manufacturing.

17. Instructions establishing acceptance criteria are available to Receiving Inspection.

<b>CORPORATE and DIVISION NAME:</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
18. Measuring and test equipment are inspected and recalibrated at specified intervals.			
19. Records of calibration are maintained specifying the recalibration due date and are traceable to NIST.			
20. Inspection records are available for on-site examination by customer representative.			
21. Shop travelers, operation sheets and/or inspection instructions are used to indicate inspection status of operations performed during manufacturing process.			
22. Records of In-Process and Final Inspections are available.			
23. Statistical Quality Control methods are employed for characteristics not 100% inspected.			
24. Age or storage sensitive materials are labeled and controlled in accordance with applicable specifications.			
25. Rejection data is used to prevent defect recurrence.			
26. Class 1 deviations are submitted to the customer for approval.			
27. Supplies designed as scrap are identified or positively controlled to prevent reissue and use.			
28. Current engineering drawings and specifications are available at time and place of inspection.			
29. QA periodically audits the stock room			
30. Engineering change orders are readily available to inspection personnel.			
31. Obsolete specifications and drawings are systematically recalled from points of use and distribution.			
32. Written instructions provide for preservation, packaging, marking and shipping.			
33. Quality personnel verify conformance of outgoing shipments to applicable requirements.			
34. Company maintains manufacturer and lot/date code traceability of all purchased materials.			
35. Documented process exists for approving suppliers and monitoring supplier performance.			
36. Documented procedures exist for work performed on deliverable products.			
37. Company uses an industry recognized workmanship standard for acceptance of hardware. If yes, what standard is used?			
38. Documented procedure exists for the identification, segregation and disposition of nonconforming material.			
39. Documented process exists for a Corrective Action system to ensure that nonconformances do not reoccur.			
40. Company has an internal auditing system to ensure all processes are being properly implemented.			
41. Historical Quality Records archived and tracked in a central documentation area. If yes, how long are records kept?			
42. Personnel and equipment for special processes are approved or certified when applicable.			
43. Do you have company sponsored training programs?			
<b>LIST SPECIAL PROCESSES</b> that your company is certified to perform:			
<b>PROCESS</b>	<b>PER SPECIFICATION</b>		
<b>For RSI use only:</b>	<b>Title:</b>		
	<b>Date:</b>		
<b>Approved / Disapproved by:</b>			