4385 E. Lowell Street
Ontario, Ca 91761
PH: (951)684-8034
FAX: (951)684-6125

Supplier Evaluation Questionnaire

Please complete and fax to 951-684-6125

COMPANY NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____

TYPE OF BUSINESS:
DISTRIBUTER ☐ MANUFACTURER ☐ OTHER ☐
DESCRIBE _____

COMPANY INFORMATION:
EMPLOYEES: TOTAL NO.: _____ QUALITY: _____ MANUFACTURING: _____ OTHER: _____
YEARS IN BUSINESS: _____

PLEASE MARK THE QUALITY PROCEDURES YOU ARE CURRENTLY CERTIFIED TO:
ISO / AS CERTIFICATIONS: ☐ ISO9001 REV: CERT #: ☐ AS 9100 REV#: CERT #:
OTHERS (PLEASE LIST): _____

COMPLETED BY: _____ _____
(SIGNATURE) (PRINT NAME)

TITLE: _____ DATE: _____

***** IF YOU HAVE AN ISO 9001 / AS9100 CERTIFICATION, IT IS NOT NECESSARY TO COMPLETE THE REMAINDER OF THIS FORM. PLEASE SEND A COPY OF THE REGISTRATION CERTIFICATE ALONG WITH THE FIRST PAGE OF THE SURVEY. IF YOU DO NOT HAVE AN ISO 9001 / AS 9100 CERTIFICATION, PLEASE COMPLETE THE REMAINDER OF THIS SURVEY AND RETURN AS SOON AS POSSIBLE WITH A COPY OF YOUR QUALITY MANUAL AND A TIMELINE IF YOU ARE CURRENTLY IN THE PROCESS OF BEING CERTIFIED. *****

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	YES	NO	N/A
1.) There is a Quality Assurance system that is properly implemented and documented.	☐	☐	☐
2.) There is a Quality Assurance Manual. (If YES, please send a copy of your Quality Manual.)	☐	☐	☐
3.) There are documented procedures and detailed work instructions for all operations which effect quality.	☐	☐	☐
4.) There is a corrective action program that is implemented.	☐	☐	☐
5.) The Quality Assurance organization trains and documents employees in the application of quality assurance methods.	☐	☐	☐
6.) There is a calibration program for your test and measurement equipment. This includes all standards are certified, traceable and all equipment is labeled to show.	☐	☐	☐
7.) All the raw materials, parts, and supplies are rated upon receipt to assurance conformance to all requirements.	☐	☐	☐
8.) There is a system for rating suppliers for quality and delivery.	☐	☐	☐
9.) There is a documented inspection systems for incoming, in-process and final inspection.	☐	☐	☐
10.) there is a system to ensure that there is review and compliance to all PO quality clauses.	☐	☐	☐
11.) Inspection records are kept for a minimum of 7 years.	☐	☐	☐
12.) All of the discrepant materials are promptly and adequately identified and separated from normal work operations.	☐	☐	☐

ADDITIONAL COMMENTS REMARKS:

(Completed by FIS Management)

Risk Assessment:

Low ☐ Med. ☐ High ☐

Comments:

Approved By: Title: Date: