As part of our commitment to quality and continual improvement and in compliance with Bowhead Manufacturing’s AS9100:2016 and ISO 9001:2015 Quality Management System requirements, we require the completion of a Quality System Survey Form.

**If your company is currently ISO 9001, ISO/TS 16949, ISO 13485 or AS9100 certified, include a copy of your certificate and complete Section 1 and Section 2.** All such certificates must be provided by a third party registrar accredited by ANAB, UKAS or another IAF signatory accreditation body. Unaccredited certificates are not recognized by Bowhead Manufacturing.

**If your company is not currently ISO 9001, ISO/TS 16949, ISO 13485 or AS9100 certified, complete all form sections.**

**Section 1**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | | | | | | | |
| **Company Name:** | | | | |  | | | | |
| **Address:** | | | | |  | | | | |
| **Main Telephone:** | | | | |  | | | | |
| **Supplier’s Primary Business/Product:** | | | | |  | | | | |
| **Product Offering:** | | | | |  | | | | |
| **Do you keep quality related records for at least 10 years?** | | | | |  | | | | |
| **3rd Party Certification(s) (please attach a copy of cert.):** | | | | |  | | | | |
| **QMS Certificate Expiration Date:** | | | | |  | | | | |
| **ITAR Certification? (if Yes, attach a copy and specify the expiration date):** | | | | |  | | | | |
| **Total Number Of Personnel:** | | | | | | | | | |
| **Quality:** |  | **Engineering:** | | | |  | **Manufacturing:** | |  |
| **Point of Contact** | | |  | | | **Contact Information** | | | |
| Quality Assurance Representative | | |  | | | Name: | | | |
|  | | | Email: | | | |
|  | | | Phone: | | | |
| Purchasing Representative | | |  | | | Name: | | | |
|  | | | Email: | | | |
|  | | | Phone: | | | |
| Management Representative | | |  | | | Name: | | | |
|  | | | Email: | | | |
|  | | | Phone: | | | |
| **Survey Completed By:** | | | | **Department:** | | | | | **Date:** |
|  | | |  |  | | | |  |  |

| **Section 2** | | | **Yes** | | **No** | | **Underway** | **N/A** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK MANAGEMENT** | | | | | | | | |
| 1 | Is there a documented Business Continuity Plan? | |  | |  | |  |  |
| 2 | Are there documented procedures defining the Manufacturing Capacity Planning process? | |  | |  | |  |  |
| 3 | Are there documented procedures defining the Resource Planning Process? | |  | |  | |  |  |
| 4 | Is a current Dunn & Bradstreet report available? | |  | |  | |  |  |
| **QUALITY ASSURANCE PROCESSES** | | | | | | | | |
| 1 | Do you use AS9102 for your First Article Inspection? | |  | |  | |  |  |
| 2 | Are your procurements reviewed for compliance to DFAR 252.225-7008 or 7009 Specialty Metals Clause? | |  | |  | |  |  |
| 3 | Do you have an electrostatic discharge (ESD) program? | |  | |  | |  |  |
| 4 | Do you have a Moisture Sensitive Device (MSD) protection Program? | |  | |  | |  |  |
| 5 | Do you have a Foreign Object Debris/Damage (FOD) prevention program? | |  | |  | |  |  |
| 6 | Do you ensure your employees are aware of their contribution to product conformity? | |  | |  | |  |  |
| 7 | Do you ensure your employees are aware of their contribution to product safety? | |  | |  | |  |  |
| 8 | Do your employees understand the importance of ethical behavior? | |  | |  | |  |  |
| 9 | Do you understand that acceptance of product shall not be used as evidence of effective control of quality and shall not absolve you of responsibility of product quality? | |  | |  | |  |  |
| **MATERIAL TRACEABILITY** | | | | | | | | |
| 1 | Do you have a counterfeit parts prevention process? | |  | |  | |  |  |
| 2 | How do you ensure the pedigree of procured material? | | | | | | | |
| 3 | Do you have a system for material/product traceability back to the OEM? | |  | |  | |  |  |
| 4 | Is your company an Authorized Distributor for any OEM? If so, please identify. | | | | | | |  |
| 5 | Will you be able to provide a signed Certificate of Compliance from the OEM? | |  | |  | |  |  |
| 6 | What level of inspection do you conduct on product: | | | | | | | |
| **SPECIAL PROCESSES** | | | | | | | | |
| 1 | List any special processes performed in-house: | | | | | | |  |
| 2 | List Soldering and Workmanship standards used: | | | | | | |  |
| 3 | Do you Maintain NADCAP Special Process Certifications? |  | |  | |  | |  |
| 4 | Do you have special processes that are not third party certified? |  | |  | |  | |  |

| **Section 3** | | **Yes** | **No** | **Underway** | **N/A** |
| --- | --- | --- | --- | --- | --- |
| **QUALITY ASSURANCE INFORMATION** | | | | | |
| 1 | The quality assurance organization's authorities and responsibilities are clearly defined in writing. |  |  |  |  |
| 2 | The QA/QC Dept. has the authority to withhold items that have not met acceptable quality standards. |  |  |  |  |
| 3 | There is a Quality System Manual defining the company’s QMS in detail. |  |  |  |  |
| 4 | The company prepares and issues periodic reports and maintains records relative to item acceptance/rejection, and disposition of rejected items. |  |  |  |  |
| 5 | The quality assurance organization maintains a system for the use and control of inspection stamps. |  |  |  |  |
| 6 | The quality assurance organization has a system for quality evaluations of potential suppliers. |  |  |  |  |
| 7 | The quality assurance organization reviews all purchase orders. |  |  |  |  |
| 8 | Are personnel training records maintained and available on request? |  |  |  |  |
| 9 | Are your Quality Records maintained for a minimum of 10 years? |  |  |  |  |
| **RECEIVING INSPECTION** | | | | | |
| 1 | Is each lot of material received subjected to receiving inspection? |  |  |  |  |
| 2 | Inspectors are provided with adequate inspection instructions. |  |  |  |  |
| 3 | Does a documentation system exist to trace lot of material received until lot is expended? |  |  |  |  |
| 4 | Can evidence of receiving inspection acceptance be found in each lot of material as it moves through the manufacturing process? |  |  |  |  |
| 5 | Drawings used by receiving inspection are legible and reflect the latest changes. |  |  |  |  |
| 6 | Sampling inspection, when applicable is performed in compliance with established recognized standards. |  |  |  |  |
| 7 | The company maintains an approved supplier list. |  |  |  |  |
| **IN-PROCESS INSPECTION** | | | | | |
| 1 | Is there an in-process traveler or inspection record on each unit or lot? |  |  |  |  |
| 2 | Do manufacturing and quality personnel annotate the traveler for each operation performed? |  |  |  |  |
| 3 | Adequate inspection instructions are made available to all in-process inspection personnel? |  |  |  |  |
| 4 | Drawings used by inspection are legible and reflect the latest changes. |  |  |  |  |
| 5 | The measuring devices, gauges and test equipment required for in-process inspection are available and are adequate. |  |  |  |  |
| 6 | Sampling inspection, when applicable, is performed in compliance with established, recognized standards. |  |  |  |  |
| 7 | The supplier maintains a system for the proper identification of the inspection status of in-process materials. |  |  |  |  |
| **MEASURING DEVICES AND TEST EQUIPMENT** | | | | | |
| 1 | Whenever measuring devices, gauges or test equipment items are reworked, they are inspected and calibrated prior to use. |  |  |  |  |
| 2 | When new measuring devices, gauges and test equipment are acquired, they are inspected and calibrated prior to use. |  |  |  |  |
| 3 | The processes for calibrating measuring devices, gauges and test equipment are covered by written procedures. |  |  |  |  |
| 4 | All measuring devices, gauges and test equipment carry stamps which indicate the most recent calibration date and the date when the next calibration is to be performed. |  |  |  |  |
| 5 | The supplier's quality assurance organization maintains a system for the automatic recall and periodic recalibration of all measuring devices, gauges and test equipment. |  |  |  |  |
| 6 | Are calibration certificates with NIST traceability on file for all tools or calibration standards? |  |  |  |  |

| **Section 3 cont’d** | | **Yes** | **No** | **Underway** | **N/A** |
| --- | --- | --- | --- | --- | --- |
| **CONTROL OF NONCONFORMING PRODUCT** | | | | | |
| 1 | The supplier maintains a documented system for handling of nonconforming materials |  |  |  |  |
| 2 | The supplier maintains a system for removing nonconforming supplies from the product flow. |  |  |  |  |
| 3 | The supplier maintains a system for taking corrective action in order to prevent repetitive discrepancies. |  |  |  |  |
| 4 | The supplier maintains a system for following up on all corrective action requests. |  |  |  |  |
| 5 | Reports on nonconforming materials are regularly prepared and are reviewed by management for action. |  |  |  |  |
| **FINAL INSPECTION** | | | | | |
| 1 | Adequate inspection instructions are available to final inspection personnel. |  |  |  |  |
| 2 | Written instructions and procedures are readily available to all final inspection personnel. |  |  |  |  |
| 3 | Drawings used by final inspection are legible and reflect the latest changes. |  |  |  |  |
| 4 | The measuring devices, gauges and test equipment required for final inspection are available and adequate. |  |  |  |  |
| 5 | Sampling inspection, when applicable, is performed in compliance with established, recognized standards. |  |  |  |  |
| **SHIPPING AND PACKAGING** | | | | | |
| 1 | The supplier's quality assurance organization operates a shipping inspection function. |  |  |  |  |
| 2 | All shipping inspection operations are performed in accordance with written instructions. |  |  |  |  |
| 3 | Shipping inspectors have ready access to customer specified packaging instructions. |  |  |  |  |
| 4 | When required, certified packaging materials are used. |  |  |  |  |

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| **Bowhead Manufacturing Quality Use Only** |
| Assigned Initial Risk Level:  Low  Moderate  High  At Risk  Assigned Test/Inspection Level:  AQL 2.5  AQL 1.0  100% Test/Inspection  Approval Status:  Approved  Conditional  Not Approved  Evaluated By:  Quality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |