AC, Incorporated
1085 Jordan Road
Huntsville, AL. 35810-7069
Phone: 256-851-9020
Fax: 256-851-9025

SUPPLIER SELF SURVEY CHECKLIST

Please fill out this Self Survey for all questions that pertain to your manufacturing and/or quality assurance system, attach certifications if applicable, and either respond by email to quality@acincorp.com, or return this to the above address within 30 days upon receipt to ATTN: Quality Manager

---

Company Name: _____

Address: _____

Phone:_____ **Fax**:_____ **Email**: _____

Names & Titles of Company Officials:

_____ _____

_____ _____

_____ _____

_____ _____

Principle Products or Services Supplied:

_____

_____

_____

_____

Total Number of Employees:_____ **Number of Quality Personnel**:_____

Number of Plants:_____ **Plant Size**:_____

Are you a manufacturer? YES NO **Are you a distributor?** YES NO

Do you have a CAGE code? YES NO **If yes, what is CAGE code?** _____

Manufacturing Capabilities:

Machining Type:_____ Forging:_____

Wood products:_____ Assemblies & Type:_____

Stamping:_____ Injection Molding:_____

Jig/Fixtures:_____ Castings:_____

AN/MS Hardware:_____ Fabric & Type:_____

Other:_____

Processing Capabilities:

Magnetic Particle Inspection:____ Penetrant Inspection:____ Ultra Sonic Inspection:____

Resistance Welding:_____ X-Ray:_____ Brazing:_____

Fusion Welding:_____ Soldering:_____ Spot Weld:_____

Painting:_____ Heat Treat:_____ Plating:_____

Other:_____

Quality System Certifications and Expiration Dates:

ISO 9001:2015_____ Exp._____ AS9100 & REV:_____ Exp._____

UL & Type:_____ Exp._____ IATF 16949:2016:_____ Exp._____

ISO/IEC 17025:2017:_____ Exp._____ BS EN 9120:2018_____ Exp._____

NADCAP Process List:_____

_____

_____

_____

_____

Survey Questions (Circle or mark answer)

1. **Responsibility:**
   - 1.1. Does your company have a current Quality Manual? YES NO
     - 1.1.1. If yes, please send it to AC, Incorporated along with this survey.
2. **Inspection and Testing Documentation:**
   - 2.1. Are all work instructions, clear, concise, and up to date? YES NO
   - 2.2. Are there instructions for examinations and testing of raw materials, work in process, and completed products as required by specification, purchase order, and/or contract? YES NO
   - 2.3. Do the instructions provide criteria for acceptance and rejection YES NO
3. **Records:**
   - 3.1. Do you maintain adequate records of all inspections and tests? YES NO
   - 3.2. Do you maintain a listing for records and date of retainment? YES NO
   - 3.3. Are contract reviews on file? YES NO
   - 3.4. Are customer purchase orders on file? YES NO
   - 3.5. Are internal audits on file? YES NO
4. **Corrective and Preventative Action:**
   - 4.1. Is there evidence that shows your corrective action system is effective? YES NO
   - 4.2. Is there evidence that a preventative action system is being utilized? YES NO
   - 4.3. Is there evidence that suppliers are being issued SCARs? YES NO
   - 4.4. Is there a procedure to notify customers when suspect materials have been sent to them? YES NO
5. **Drawing & Change Control:**
   - 5.1. Does the inspection system provide procedures which assure that only the latest applicable drawings, specifications, and instructions (including all approved changes) are used for fabrication, examination, and testing? YES NO
   - 5.2. Does the system have an applicable method to remove obsolete drawings and specifications from all points of use? YES NO

6. Measuring and Test Equipment:

6.1. Are the gauges, testing, and measuring equipment which are necessary to assure that products meet technical requirements available, and are procedures available for their use? YES NO

6.2. Is test and measuring equipment on a calibration schedule? YES NO

6.3. Are the required certified measurement standards available for measuring and test equipment and are there certifications on file? YES NO

6.4. Is tooling which is used as inspection equipment proofed for accuracy at defined intervals? YES NO

6.5. Is a procedure in place to identify a re-call system for inspection equipment/tooling if they are found to be in error? YES NO

6.6. Does company policy allow employees to use employee-owned tools or devices that require calibration and/or maintenance (i.e. – Calipers, Torque Tools, Test Equipment)? YES NO

7. Special Process Controls:

7.1. Are there procedures in place for special processes? YES NO

7.2. Do the special processes have suggested parameters? YES NO

7.3. Is statistical process control used in the control of these special processes? YES NO

8. Inspection Status:

8.1. Is there an effective system in place to identify finished products that have passed inspection? YES NO

8.2. Are inspection stamps traceable to employee assigned that stamp? YES NO

9. Government/Customer owned/furnished equipment/material/hardware:

9.1. Do you inspect Government or Customer property upon receipt? YES NO

9.2. Do you have a procedure for storage and protection of Government or Customer property? YES NO

9.3. Is all Government or Customer property identified, marked, and tracked? YES NO

10. Non-Conforming Material:

10.1. Is there a system in place to control non-conforming material? YES NO

10.2. Is there a procedure to properly identify, mark/tag, and segregate non-conforming material? YES NO

10.3. Is there a secured and controlled segregated area for non-conforming material to prevent its use in finished products? YES NO

10.4. If non-conforming material is Government or Customer owned property, is there a system in place to immediately notify

AC, Incorporated so that a disposition can be made by AC, Incorporated or the Government? YES NO

11. <u>Sampling Inspection Plan:</u>

11.1. If required, does your work order/traveler/job router have the criteria called out by ASTM E2234 for sampling plans for inspection personnel to utilize? YES NO

12. <u>Receiving Inspection:</u>

12.1. Are supplies, materials, and hardware inspected upon receipt to assure conformance to the requirements of the purchase order and/or contract? YES NO

12.2. Are receiving inspection instructions and equipment adequate to effectively perform receiving inspection tasks? YES NO

12.3. Are the results of these inspections recorded I.A.W. the purchase order or contract? YES NO

12.4. Is there a system or procedure in place to notify the supplier/customer of discrepancies and/or quality escapes? YES NO

<u>Notes:</u>

_____

_____

_____

_____

_____

_____

_____

_____

Supplier Signature:

_____ Date:_____

AC, Incorporated Approval Signature:

_____ Date:_____