

**☑ Benchmark Connector Corp.**

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## **Supplier Quality Survey**

**Suppliers Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**E Mail** \_\_\_\_\_

**Quality Assurance Manager** \_\_\_\_\_

**Account Representative** \_\_\_\_\_

**Principle type of service provided** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature and Title of Supplier Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**VISIT US ON THE WEB : <http://www.benchmarkconnector.com>**

Quality Survey

A-740-003 Rev.: 0

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**Supplier Quality Survey**

**1. Quality Systems and Manual**

A. Is there an established quality system? \_\_\_\_\_

B. To what specifications or standards? \_\_\_\_\_

C. Does the quality manual adequately describe the quality system? \_\_\_\_\_

D. Is the quality manual available to appropriate personnel? \_\_\_\_\_

E. Is the quality system documentation kept current and readily available to employees, customers, auditors? \_\_\_\_\_

F. Does the quality control manual and/or other documentation include a detailed description of:

1.The organization and relationship of the QC department to the rest of the organization? \_\_\_\_\_

2.An assignment of personnel and responsibilities? \_\_\_\_\_

3. The revision control system for the quality system documentation? \_\_\_\_\_

4. Record keeping system? \_\_\_\_\_

5. Shelf Life Control ? \_\_\_\_\_

6. Control of incoming discrepant parts and supplies? \_\_\_\_\_

7. Receiving inspection procedures? \_\_\_\_\_

8. Test and inspection equipment calibration program? \_\_\_\_\_

9.Storage facilities and specifications? \_\_\_\_\_

10.Part identification system? \_\_\_\_\_

11.Inspection stamp Control? \_\_\_\_\_

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12. Self-audit/evaluation program? \_\_\_\_\_

**2. Self-Audit/Evaluation Program**

A. Is there an established documentation self-audit/evaluation program which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action? \_\_\_\_\_

**3. Facilities**

Do storage areas provide:

A. Adequate space and appropriate racks to preclude damage or mishandling? \_\_\_\_\_

B. Secure from unauthorized access? \_\_\_\_\_

C. Segregation of nonconforming materials? \_\_\_\_\_

**4. Training and Authorized Personnel**

A. Are personnel who performed inspection, shipping and receiving functions properly trained? \_\_\_\_\_

B. Are inspection personnel properly authorized? \_\_\_\_\_

C. Are either formal classroom and/or on-the-job training documented and maintained? \_\_\_\_\_

D. Is a roster of personnel authorized to perform inspection functions maintained? \_\_\_\_\_

**5. Procurement**

A. Does the system assure special requirements are adequately communicated to the procurement source? \_\_\_\_\_

B. Does the system assure that parts conform to the Customers purchase request and that any changes

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are approved in writing by the customer? \_\_\_\_\_

B. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source? \_\_\_\_\_

**6. Receiving Inspection**

A. Does the inspection program include:

1. A check for obvious physical damage? \_\_\_\_\_

2. Verification of appropriate plugs & caps installed? \_\_\_\_\_

3. Verification of part number, model number, etc? \_\_\_\_\_

4. Verification of quantity and part numbers matches the purchase order? \_\_\_\_\_

5. Verification that all appropriate documentation is at hand? \_\_\_\_\_

6. Visual check for general workmanship and quality? \_\_\_\_\_

B. Are inspection stamps controlled by a formal system? \_\_\_\_\_

**7. Measuring and Test Equipment**

A. Are measuring & test equipment controls in place which provide for appropriate storage, usage, and calibration traceable to the National Institute of Standards and Technology? \_\_\_\_\_

B. Is a system in place to assure documentation of current calibration status? \_\_\_\_\_

**8. Material Control**

A. Is material handled in an appropriate manner and protected from damage & deterioration? \_\_\_\_\_

B. Are storage areas periodically checked for overall effectiveness? \_\_\_\_\_

C. Is batch/lot control maintained for all parts? \_\_\_\_\_

D. Is there a system in place for recall control

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which ensures full traceability? \_\_\_\_\_

E. Does the system require the packaging to identify the manufacturer, distributor, P/N, lot number, etc.? \_\_\_\_\_

F. Does the system have a procedure for storage of flammable toxic, or volatile materials? \_\_\_\_\_

G. Does a closed loop system exist to implement corrective action following detection of substandard or non-conforming parts? \_\_\_\_\_

H. Does the system require segregation of non-conforming material from usable stock? \_\_\_\_\_

**9. Shelf Life Control**

A. Does the quality system include a system for identifying and controlling shelf life limited parts.

**10. Certification**

A. Will you provide Certificates of Conformance for the products that you sell? \_\_\_\_\_

B. Will you provide lot number traceability for the products you sell? \_\_\_\_\_

**11. Shipping**

A. Does the system require Mil-spec or equivalent packaging as appropriate for the units being shipped, or as specified by the customer? \_\_\_\_\_

B. Does the quality system provide for a visual inspection of all items and documentation prior to shipping? \_\_\_\_\_

**12. Records**

A. Does the record system require record retention for at least least 7 years from the date of sale to customer? \_\_\_\_\_

B. Does the system provide serial number or lot & batch traceability? \_\_\_\_\_

C. Are records readily available and identifiable for each purchase? \_\_\_\_\_

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D. Are records protected against damage, alteration, deterioration and loss? \_  
\_\_\_\_\_

**13. Technical Data Control**

A. Does the quality system provide for maintaining technical data in a manner that ensures such data is up-to- date and accessible? \_\_\_\_\_