



**BENCHMARK**  
Connector Corp.

[www.benchmarkconnector.com](http://www.benchmarkconnector.com)

**CUSTOM CONNECTOR**  
DESIGN SPECIALISTS

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## Supplier Quality Survey

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

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Quality Assurance Representative \_\_\_\_\_

Quality Assurance Title \_\_\_\_\_ Email \_\_\_\_\_

Account Representative \_\_\_\_\_ Email \_\_\_\_\_

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

No. of Company Employees: \_\_\_\_\_ No. of Quality Control Staff: \_\_\_\_\_

Are you approved by either of the following nationally recognized Quality organizations?

ISO 9001 Rev. \_\_\_\_\_  AS 9100 Rev. \_\_\_\_\_

Recertification Date \_\_\_\_\_ Cert No. \_\_\_\_\_



If you hold a valid ISO2001-2015 / AS9100 Rev D Certification Please stop here, sign and date this form and attach your certificate to this Supplier Quality Survey. Please send to [del@benchmarkconnector.com](mailto:del@benchmarkconnector.com).  
(All others please continue with survey).

*Note: Benchmark Connector Corporation must be informed of any significant changes in location, facility, personnel, manufacturing capabilities, product line, customer approvals, etc.*

Supplier Authorized Signature of Acknowledgement	Authorized Signature Title	Date of Acknowledgement



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## Supplier Quality Survey

### 1. QUALITY SYSTEMS AND MANUAL

- A. Is there an established quality system? Yes  No
- B. To what specifications or standards? \_\_\_\_\_  
(Please specify Certifications)
- C. Does the quality manual adequately describe the quality system? Yes  No
- D. Is the quality manual available to appropriate personnel? Yes  No
- E. Is the quality system documentation kept current and readily available to employee's customers, and auditors? Yes  No
- 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? Yes  No
  2. An assignment of personnel and responsibilities? Yes  No
  3. The revision control system for the quality system documentation? Yes  No
  4. Record keeping system? Yes  No
  5. Shelf life control? Yes  No
  6. Control of incoming discrepant parts and supplies? Yes  No
  7. Receiving inspection procedures? Yes  No
  8. Test and inspection equipment calibration program? Yes  No
  9. Storage facilities and specifications? Yes  No
  10. Part identification system? Yes  No
  11. Inspection stamp Control? Yes  No



## Supplier Quality Survey

### 2. INTERNAL 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? Yes  No

### 3. FACILITIES

Do storage areas provide;

- A. Adequate space and appropriate racks to preclude damage or mishandling? Yes  No
- B. Secure from unauthorized access? Yes  No
- C. Segregation of non-conforming materials? Yes  No

### 4. TRAINING AND AUTHORIZED PERSONNEL

- A. Are personnel who performed inspection, shipping, and receiving functions properly trained? Yes  No
- B. Are inspection personnel properly authorized? Yes  No
- C. Are either formal classroom, on-the-job training documented and maintained? Yes  No
- D. Is a roster of personnel authorized to perform inspection functions maintained? Yes  No
- E. Is there a section within the training program that addresses product awareness, health, safety, and ethical behavior? Yes  No

### 5. PROCUREMENT

- A. Does the system assure special requirements are adequately communicated to the procurement source? Yes  No
- B. Does the system assure that parts conform to the customers purchase request, and that any changes are approved in writing by the customer? Yes  No

## Supplier Quality Survey

### 5. PROCUREMENT (Cont.)

C. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality rating history for each source? Yes  No

D. Do you have a system in place that specifies the approval of products, Services, methods, processes and equipment in the release of products And services? Yes  No

### 6. RISK MANAGEMENT

A. Is there a risk management system in place that identifies, assesses and communicates risk based thinking? Yes  No

B. Is there an assignment of responsibilities and facilitators who Manage process risks? Yes  No

C. Is the Risk system initiated within the company's Key Process Indicators? Yes  No

### 7. RECEIVING INSPECTION

A. Does the inspection program include:

1. A check for obvious physical damage? Yes  No

2. Verification of appropriate accessories installed? Yes  No

3. Verification of part number, model number, etc? Yes  No

4. Verification of quantity and part numbers matches the purchase order? Yes  No

5. Verification that all appropriate documentation is archived? Yes  No

6. VISUAL check for general workmanship and quality? Yes  No

7. Are inspection stamps controlled by a formal system? Yes  No



## Supplier Quality Survey

### 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? Yes  No
- B. Is a system in place to assure documentation of current calibration status? Yes  No
- C. Is a system in place that documents the equipment used for required measurements listed on travelers and work orders? Yes  No

### 8. MATERIAL CONTROL

- A. Is material handled in an appropriate manner and protected from damage & deterioration? Yes  No
- B. Are storage areas periodically checked for overall effectiveness? Yes  No
- C. Is batch/lot control maintained for all parts? Yes  No
- D. Is there a system in place for recall control which ensures full traceability? Yes  No
- E. Does the system require the packaging to identify the manufacturer, distributor, P/N, lot number, cage code, etc.? Yes  No
- F. Does the system have a procedure for storage of flammable, toxic, or volatile materials? Yes  No
- G. Does a closed loop system exist to implement corrective action following detection of sub-standard or non-conforming parts? Yes  No
- H. Does the system require training and awareness of counterfeit parts ? Yes  No

### 9. SHELF LIFE CONTROL

- A. Does the quality system include a system for identifying and controlling shelf life limited parts. Yes  No



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### 10. CERTIFICATION

- A. Will you provide Certificates of Conformance for the products that you sell? Yes  No
- B. Will you provide lot number traceability for the products you sell? Yes  No

### 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? Yes  No
- B. Does the quality system provide for a visual inspection of all items and documentation prior to shipping? Yes  No

### 12. RECORDS

- A. Does the record system require record retention for at least 10 years from the date of sale to customer? Yes  No
- B. Does the system provide serial number or lot & batch traceability? Yes  No
- C. Are records readily available and identifiable for each purchase? Yes  No
- D. Are records protected against damage, deterioration and loss? Yes  No

### 13. DATA CONTROL

- A. Is there a Configuration Index Document listing all Data under configuration control? Yes  No
- B. Is obsolete and non-current media recalled and purged? Yes  No
- C. Are there methods and facilities to protect computer programs from unauthorized access, inadvertent damage, or degradation? Yes  No
- D. Is Data identified/marked externally/internally in accordance with the engineering drawing requirements? Yes  No
- E. Does the quality system provide for maintaining technical data in a manner that ensures such data is up-to-date and accessible? Yes  No

## Supplier Quality Survey

### 14. CONTROL OF SUB-TIER SUPPLIER SPECIAL PROCESSES

A. Do you use outside sources for special processing (i.e. plating, heat treating, welding, etc.)? Yes  No

B. Are these sub-contracted special process suppliers approved by Benchmark Connector Corporation? Yes  No

C. Please list any special processes that are sub-contracted:

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D. Are written procedures provided for special processes? Yes  No

E. Is the equipment required for special processes available and calibrated? Yes  No

F. Are process, equipment and operators qualified and approved in accordance with the specification/manufacturing procedures? Yes  No

G. Are special processes accomplished in accordance with the established process specifications? Yes  No

H. Are records generated and maintained to reflect compliance with the specification requirements? Yes  No

I. Is action taken to correct a special manufacturing process found to be out of control? Yes  No

J. Have any of these special process procedures changed in the last year? If yes, please explain:

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## Supplier Quality Survey

### Supplier Quality Survey Questionnaire Status

The following to be completed by BENCHMARK CONNECTOR CORPORATION:

Supplier's Certification Enclosed?	Y		N		Notes:					
Quality Manual Enclosed?	Y		N							
Special Process capabilities?	Y		N		List:					
Survey for compliance to ISO9001 / AS9100?	Y		N		Rev.	If "No" What Spec?				
Supplier cage code:					Terms:					
Comments:										
Evaluated by:				Title:		Date:				
Management Approval:				Title:		Date:				
Quality Approval:				Title:		Date:				
RISK GRADING										
Risk Number	Risk Factor	PURCHASING Impact Description			Impact Qualification		Probability Qualification			
	<b>AVAILABILITY OF PARTS</b>	L) Parts in stock			Circle one		Circle one			
		M) Can quickly and easily get parts			L	M	H	L	M	H
		H) Parts are hard to get								
<b>Key: L – Low, M – Medium, H - High</b>										