

☑ Benchmark Connector Corp.

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Supplier Quality Survey

Suppliers Name _____

Address _____

Phone Number _____

Fax Number _____

Email _____

Quality Assurance Manager _____

Account Representative _____

Principle type of service provided _____

Signature

Date

Print Name and Title of Supplier Representative

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Supplier Quality Survey

F-740-012 Rev.: A

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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, and 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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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 non-conforming 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 are approved in writing by the customer? _____

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

6. Receiving Inspection

- A. Does the inspection program include:
1. A check for obvious physical damage? _____
 2. Verification of appropriate accessories 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 archived? _____
 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 which ensures full traceability? _____

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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 sub-standard 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? _____

D. Are records protected against damage, deterioration and loss? _____

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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? _____