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**Supplier Survey and Information Sheet**

Please return the completed survey by fax to (248) 475-5893, attention: Quality Department, or to ctrombley@egitape.com.

**GENERAL INFORMATION**

Supplier Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Website \_\_\_\_\_ Years in Business \_\_\_\_\_  
Type of Business \_\_\_\_\_

**ORGANIZATIONAL STRUCTURE - Contact Information**

Quality Assurance \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_  
Reports to (name) \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

Manufacturing \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_  
Reports to (name) \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

Sales \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_  
Reports to (name) \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

Customer Service \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_  
Reports to (name) \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

Total Number of Employees \_\_\_\_\_ In Production \_\_\_\_\_  
In Quality \_\_\_\_\_ In Engineering \_\_\_\_\_

Total Square Feet \_\_\_\_\_

24-Hour Emergency Contact Name and Phone Number \_\_\_\_\_  
\_\_\_\_\_

What accreditation/certification does your company possess? Please attach a copy and return  
it with this completed Supplier Survey.

\_\_\_\_\_

Can the supplier provide Level 3 PPAP documentation to Elliott Tape Inc. for initial shipment, and provide  
continued yearly support with a Level 4 Annual Validation submission?

\_\_\_\_\_

**SURVEY QUESTIONS**

Please check Yes or No for each question. You may add comments.

Yes    No

**A. Quality Management**

1. Does the supplier have written quality assurance policies, which are consistent with product complexity and quality system requirements?

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2. Are these policies periodically reviewed and revised?

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**B. Quality Planning**

1. Does quality assurance review contracts or purchase orders to make timely provisions for required controls, processing, test equipment, special tools, Etc.?

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2. Does quality assurance review drawings, test procedures, specifications, etc., to assure contractual compliance?

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3. Does the supplier maintain a planned statistical quality assurance system in accordance with a generally recognized statistical system?

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4. Are detailed instructions available as to use of sampling tables or plans?

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**C. Drawing and Change Control**

1. Do the supplier's change control procedures extend to all documents affecting the quality program?

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2. Does quality assurance monitor changes for compliance to contractual requirements?

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3. Has a system been established to preclude the use of obsolete drawings?

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4. Are those documents, which are subject to change control, but released as uncontrolled copies, so identified?

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5. Do multi-sheet documents include a revision summary indicating the revision status of each sheet?

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**D. Control of Procured Material**

1. Do the supplier's procurement documents incorporate all applicable conditions including quality requirements?

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2. Does the supplier maintain a current list of approved sub-tier suppliers based upon quality performance and or/facility surveys?

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**F. Material Controls**

1. Does the supplier have a system of material identification?

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2. Are only accepted and properly identified materials received into the warehouse areas?

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Yes No

3. Is material identified as to inspection status during the manufacturing/test cycle?

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4. Does the supplier segregate certified, uncertified, and customer furnished material?

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5. Are raw materials traceable to purchase document, test reports, certifications, etc?

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**G. Inspection Controls**

1. Are shop area inspection/test facilities, lighted, clean and equipped consistent with product inspection requirements?

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2. Are first part, first operation inspections performed prior to proceeding with the entire lot of parts?

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3. Is inspection performed at planned check points in accordance with written inspection instructions during the manufacturing/assembly cycle?

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4. Do test procedures specify tests to be made, equipment to be used, test sequence, acceptance criteria, test environment, variable data to be recorded, test media, etc.?

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5. Does the supplier maintain workmanship standards, and are the requirements being implemented?

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6. Is inspection acceptance noted on shippers?

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7. Are inspection stamps being used, and are they properly issued and controlled?

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**H. Inspection records**

1. Does the supplier maintain adequate detailed inspection records?

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2. Are records available when required?

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3. Are all inspection/test results documented and traceable to the material?

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4. Does inspection verify and document lot code and serial number data?

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**I. Tool and Gage Control**

1. Does the supplier have a system controlling periodic calibration of tools, gages, and test equipment?

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2. Are standards traceable to the National Institute of Standards Technology or Other recognized source of accuracy, and within calibration frequency?

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3. Is the subcontracted calibration performed by qualified sources?

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