

Spallation Neutron Source Project
QA/QC QUESTIONNAIRE
FOR MANUFACTURERS and FABRICATORS

An Initial Survey Guide
For Vendor Quality Evaluation

Company _____

In an effort to assist the SNS vendor evaluation process, this questionnaire was developed to help survey a supplier's quality systems.

This questionnaire was designed to be used as an initial and informal survey of a supplier's quality systems. It is not necessarily a substitute for a formal supplier evaluation.

SNS/ORNL
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GENERAL INFORMATION

Company Name: _____

Company Address: _____

Telephone Number: _____

Web site _____

Names of Officers, Owners, etc.

President _____

Vice President _____

Division or subsidiary of: _____

How many employees are in your shop? _____

Is your shop capable of working more than one shift? ___ YES ___ NO

If YES, how many. _____

Person to be contacted concerning proposals and contracts:

Name _____ Title _____ E-mail _____

Questionnaire Prepared by: _____

Date: _____

(for SNS use) General appearance and condition of:

Building: _____

Equipment: _____

Housekeeping: _____.

Give an overall impression of vendor qualification and capability:

1.0 **QUALITY SYSTEMS**

1.1 Is there a written QA Plan or QA Program? YES NO

(If the company has an ISO, QS or other quality system registration, please attach a copy of the certificate)

1.2 Who is responsible for QA in the plant? _____

1.3 Are procurements, processes, and inspection functions audited by your QA organization? YES NO

1.4 Are process control and inspection instruments periodically calibrated? YES NO

If YES, How often? _____

1.5 Are calibration records available for gages and instruments? YES NO

1.6 Are these traceable to NIST Standards? YES NO

1.7 Are gage blocks or secondary standards available to inspectors? YES NO

1.8 Are your suppliers' test reports and records checked for acceptability? YES NO

1.9 Are records kept showing the acceptance, rejection, or disposal of material? YES NO

1.10 Are there any certifications under any other licensing or qualification program.

(AWS-ASME Welder Qualifications, Nondestructive Test Society, etc.)

Spallation Neutron Source

QA/QC Questionnaire

- 2.7 Is space for storage and control of materials adequate? YES NO
- 2.8 Are records kept showing the acceptance, rejection, or disposal of material?
 YES NO
- 2.9 Do you have a system for disposition of nonconforming materials?
 YES NO

3.0 PROCESS CONTROL

- 3.1 Do you have an in-process inspection function? YES NO
- 3.2 Who does the process inspection? _____

- 3.2 Do you have a system for reviewing new process specifications and inspection instructions? YES NO
- 3.3 Do you have an in-process identification and recording systems such as routing cards, travelers, in-process data sheets? YES NO

4.0 ENGINEERING CAPABILITY

- 4.1 Do you have capability for producing shop drawings, tooling design?
 YES NO
- 4.2 Are customer specifications interpreted into shop specifications and inspection instructions? YES NO
- 4.3 Are drawing and specifications prepared for purchase orders and subcontractors? YES NO
- 4.4 Are drawings and specifications kept up to date and controlled?
 YES NO
- 4.5 Are revisions reviewed for conformity to customer's specifications?
 YES NO
- 4.6 Are revisions reviewed for quality requirements before submission for customer approval? YES NO

5.0 **FINAL INSPECTION**

5.1 Is there a final inspection step before delivery to the customer? ___ YES ___ NO

5.2 Does the organization have final inspection function separate from production function? ___ YES ___ NO

5.3 Are written inspection instructions, product specifications, and drawings available? ___ YES ___ NO

5.4 How are these documents reviewed and kept up-to-date?
