



Leaders in the Development and Manufacture of High Performance Application Specific, Elastomer Parts and Components

RUBBERCRAFT CORPORATION OF CALIFORNIA (A Division of Sanders Industries)

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SUPPLIER SELF EVALUATION SURVEY

SUPPLIER IDENTIFICATION

Form with fields for Company, Date, Address, City, Zip Code, Prepared By, Phone, Signature, FAX, Title.

ORGANIZATION

Form with fields for Position, Title, Reports to, Facility Manager, Quality Assurance, Engineering, Manufacturing, Other.

If your Organization is Registered to ISO-9000 and/or AS-9100 (Aerospace Subcontractors), include a copy of your Certificate with the cover and this page of the Questionnaire and disregard the remaining questions

For RUBBERCRAFT QA Use Only

Disposition: Approved: _____ Disapproved: _____ Limited Use: _____

Reviewed By: _____ Date: _____

Remarks

Horizontal lines for writing remarks.



QUALITY ASSURANCE SYSTEM AND PROCEDURES

	Yes	No	N/A
1. Are written Quality Assurance procedures available and maintained for use by all inspection personnel?			
If you are not ISO-9000/AS9100 Registered, are you seeking ISO-9000 Certification? Anticipated Date of Registration: _____			
3. Is your QA system based on the equivalent of MIL-Q-9858/MIL-I-45208 or AS-9100? If so, please circle which system applies.			
4. Is your Calibration system based on ANSI Z540-1/ISO-10012-1? If not, what system? _____			
5. Is your written QA system reviewed and updated regularly?			
6. Does QA have direct access to top management for the resolution of quality issues?			
7. Is Government source inspection available? If yes: Nonresident: _____ Resident: _____ Other: _____			

PROCUREMENT CONTROL

	Yes	No	N/A
1. Are the quality capabilities of source evaluated prior to placing an order?			
2. Is a list of approved sources maintained and updated regularly?			
3. Are receiving records maintained and analyzed for quality trends and initiation of corrective actions?			
4. Are applicable drawings and specifications with current revision level referenced on purchase orders to sub-tier sources?			
5. Are purchase orders reviewed prior to issue to assure incorporation of applicable sources?			
6. Are certified test reports or certificates of conformance obtained on purchased material?			

RAW MATERIAL CONTROL

	Yes	No	N/A
1. Are incoming raw materials properly identified pending acceptance?			
2. Are raw materials in storage positively identified as to inspection status and traceability?			
3. Is accessibility to raw stock restricted to authorized personnel?			
4. Is contractor furnished material controlled by segregation and identification?			
5. Is positive traceability maintained of each lot of raw material to applicable certification/test report?			
6. Are "first-in, first-out" procedures maintained for stock control?			

INCOMING INSPECTION

	Yes	No	N/A
1. Are incoming shipments identified pending inspection?			
2. Are drawings, specifications, or other applicable documents available to Receiving Inspection?			

INSPECTION AND TEST EQUIPMENT

	Yes	No	N/A
1. Are inspection gages, measuring devices, and test equipment inspected and calibrated at specific intervals?			
2. Are calibration results traceable to National Institute of Standards and Technology (NIST) standards?			
3. Are records of calibration maintained specifying recall/recalibration dates?			
4. Are testing and measuring equipment identified by decal or other means to indicate current calibration status?			
5. Are procedures in place to notify customers when product has been accepted with out of tolerance inspection equipment?			
6. Are employee owned tools and gages utilized for product acceptance?			



INSPECTION

	Yes	No	N/A
1. Are shop travelers, operation sheets, and/or inspection instructions used to indicate inspection status of operations performed during manufacturing processes?			
2. Is final inspection performed on products and are the results recorded?			
3. Are valid statistical Quality Assurance methods employed for characteristics not 100% inspected?			
4. Is periodic training provided for inspection personnel?			
5. Are age or storage sensitive materials periodically re-evaluated in accordance with applicable specifications?			

NONCONFORMING PRODUCTS

	Yes	No	N/A
1. Is there a system to ensure that nonconforming or suspect product is identified and prevented from use in normal production channels?			
2. Is rejection data utilized to prevent defect recurrence?			
3. Is the authority for review and disposition of nonconforming product defined?			
4. Are deviations submitted to the customer for approval?			
5. Are supplies and/or products designated as scrap identified or positively controlled to prevent reissue and use?			
6. Have you been granted MRB authority by any of your existing customers?			
7. Is MRB authorization delegated to lower-tier suppliers?			

CORRECTIVE AND PREVENTIVE ACTION

	Yes	No	N/A
1. Is there a system to ensure that corrective action is taken when nonconforming product is identified?			
2. Is there a system to ensure that corrective actions address root cause and that the actions are effectively implemented?			
3. Is there a system for handling customer returns and complaints?			
4. Are appropriate sources of information analyzed to implement effective preventive actions?			

DRAWING AND CHANGE CONTROL

	Yes	No	N/A
1. Are applicable Engineering drawings and specifications available at time and place of inspection?			
2. Does Quality Assurance verify that changes are incorporated at effectively point?			
3. Are Engineering change orders readily available to inspection personnel?			
4. Are obsolete specifications and drawings systematically recalled from points of use and distribution?			

PACKAGING AND SHIPPING

	Yes	No	N/A
1. Are written instructions in place for preservation, packaging, marking, and shipping?			
2. Does Quality Assurance verify conformance of outgoing shipments to applicable preservation, packaging, marking, and shipping requirements?			
3. Where product has a known shelf life, are there product specific work instructions or procedures to ensure that product is preserved and shipped in a manner that minimizes and detects deterioration?			



SPECIAL PROCESSES

	Yes	No	N/A
1. List Special Processes (plating, welding, heat-treat, etc.) in-plant facilities:			
2. Are gages, instruments, and other devices used in controlling special processes subject to calibration?			
3. Is a scheduled maintenance program in place?			
4. Are personnel and equipment for special processes approved or certified when applicable?			
5. Is a physical and/or a chemical laboratory maintained for verification of in-plant processes?			

NON-DESTRUCTIVE TEST METHODS

	Yes	No	N/A
1. List in-plant non-destructive test (NDT) capabilities (x-rays, dye penetrant, magnetic particle, etc.). List applicable specification(s):			

GENERAL

	Yes	No	N/A
1. Are record storage and retention times specified for data and records which document conformance of the quality system?			
2. Do you conduct regularly scheduled internal audits?			
3. Is training performed and records of training kept for operations, quality, and staff level positions?			
4. Do you use statistical methods, and is the data regularly evaluated and used for appropriate actions?			
5. Do you have a formal			