

## ***Supplier Questionnaire***

**Audit Performed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supplier Number:** \_\_\_\_\_

### **A. Administration:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Company website: \_\_\_\_\_

Head of Quality Assurance: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reports To: \_\_\_\_\_ Title: \_\_\_\_\_

Total Employees: \_\_\_\_\_ Production: \_\_\_\_\_ Quality: \_\_\_\_\_

Product, Process or Service Provided:

\_\_\_\_\_  
\_\_\_\_\_

### **B. Quality System Information**

1. Is your company compliant to any of the following:

☐ ISO9001:2015    ☐ AS9100    ☐ EN 9100    ☐ ISO/TS 16949    ☐ ASME

If so, please provide a copy of all applicable certifications.

If your company is not already ISO9001:2015 compliant, do you have plans to do so? \_\_\_\_\_ If yes, when? \_\_\_\_\_

2. Does your company currently hold ASME accreditation for any of the following special processes (check all that apply\*):

- ☐ Heat Treat
 ☐ Non-destructive Testing  
☐ Chemical Processing
 ☐ Welding  
☐ Material Testing  
☐ Non-conventional machining/surface enhancement (e.g. shot peen)

\*Please provide a copy of all ASME certificates held

**C. Quality System:** Yes No

- |   |       |       |
|---|-------|-------|
| 1. Do you have a documented Quality Assurance Program?  | _____ | _____ |
| 2. What specification is it based on? _____   |       |       |
| 3. Do procedures exist to ensure that the correct drawings, specifications, and related documents are available for the procurement, manufacturing, and acceptance of your product? | _____ | _____ |
| 4. Do you have an operator training program?  | _____ | _____ |
| 5. Do you have a system to ensure that appropriate Riverhawk quality requirements are addressed?  | _____ | _____ |
| 6. Is a program in effect for evaluation, qualification and approval of sub tier suppliers or subcontractors?   | _____ | _____ |
| 7. Do you maintain an approved supplier listing?  | _____ | _____ |
| 8. Are quality records maintained for a period of time as required by contract, purchase order or specification?  | _____ | _____ |

**D. Heat or Lot Control and Traceability:** Yes No N/A

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Do you have methods of lot control and traceability?  | _____ | _____ | _____ |
| 2. Do you provide your customer with lot and traceability control information with each shipment if requested? | _____ | _____ | _____ |
| 3. Are all incoming parts and materials processed through a receiving inspection function?                     | _____ | _____ | _____ |

4. Is your receiving inspection paperwork signed off to indicate acceptance of the product and/or associated processing documents? \_\_\_\_\_

5. Are products traceable to all material, manufacturing and processing certifications? \_\_\_\_\_

**E. Manufacturing System:** Yes No N/A

1. Are specific instructions such as work orders, blue prints specifications, etc. available throughout the manufacturing process? \_\_\_\_\_

2. If sample inspection is used, are plans approved by the customer? \_\_\_\_\_

4. Is first article inspection completed for all new products, products with changes to configuration or design, changes to manufacturing or processing, changes in subcontractors, or to product that has not been manufactured within the past two years? \_\_\_\_\_

5. Are there written procedures detailing methods of tool and gage control? \_\_\_\_\_

6. Are all gages, measuring devices, and test equipment, used for product acceptance, including personal equipment, calibrated against master standards at established intervals? \_\_\_\_\_

7. Are certifications on file reflecting source and traceability of all calibrated equipment and are they traceable to NIST? \_\_\_\_\_

8. Are manufacturing methods analyzed to determine appropriate process improvement methods such as Statistical Process Control, continuous improvement projects, or lean events in order to reduce variation, waste, defects, cycle time, and improve customer satisfaction? \_\_\_\_\_

**F. Discrepant Material and Corrective Action** Yes No N/A

1. Are products that do not conform to customer specification or process immediately tagged and segregated? \_\_\_\_\_

2. Are nonconforming or discrepant products processed for Material Review Board action? \_\_\_\_\_

3. Are written procedures used for the repair or rework of discrepant material, including customer returns? \_\_\_\_\_

4. Are corrective action procedures in place to prevent recurrence of discrepancies? \_\_\_\_\_

**G. Packaging and Delivery** Yes No N/A

1. Are parts/product packaged to any level other than commercial standards? If yes, are the methods documented? \_\_\_\_\_

2. Is all required documentation, (i.e., test reports, certifications) supplied with each shipment? \_\_\_\_\_

If not, please explain: \_\_\_\_\_

3. Is all product is protected from foreign objects and debris during packaging and shipment? \_\_\_\_\_

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**Supplier Signature:**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Reason for Request:**

New Supplier: ☐ Annual Update: ☐

Other: \_\_\_\_\_

**Quality Assurance Remarks/Recommendations:**

Conditional Approval: ☐ Withhold: ☐ Quality Assessment Required: ☐

Disapprove: ☐ Approve: ☐

Comments: \_\_\_\_\_

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**Riverhawk Company Quality Department Authorization:**

\_\_\_\_\_ **Date:** \_\_\_\_\_