|  |
| --- |
| **General information** |
| Supplier |  | Phone |  | Fax No |  |
| Address  |  |
| City |  | State |  | Country |  | Cage Code |  |
| Primary Contact  |  | Phone Number |  |
| Designation |  | Email |  |
| Quality Contact |  | Phone Number |  |
| Designation | ' | Email |  |
| Quality Manager |  | Phone Number |  |
| Designation |  | Email |  |
| List of Primary customers |  |
| **Products and Services**  |
| Materials |[ ]  List down any Sub-supplier / Sub-contractors  |  |
| Services |[ ]   |  |
| **Facility Information** |
| Company Ownership  |   | No. of Buildings |  | Year Established |  |
| Total Employees |  | No. in Quality  |  | No. in Manufacturing |  |
| The person completing this checklist |  | Designation  |  | Email |  |
| **Supplier Type** |
| Build to Print Suppliers  | [ ]  | Design Responsible / Build to specification suppliers | [ ]  |
| Original Component manufacturers | [ ]  | Distributor/Commercial off the shelf suppliers  | [ ]  |
| Special process suppliers  | [ ]  | Raw material suppliers  | [ ]  | Calibration/Testing Organization  | [ ]  |
| **Quality System** |
| AS 9100  | Expiry Date:  | ISO 9001  | Expiry Date:  | AS 9120  | Expiry Date:  | Nadcap:  | Expiry Date:  |
| [ ]  | Date. | [ ]  |  Date. | [ ]  | Date. | [ ]  | Date. |
| Other Approvals [List]:  |  |
| **For “Yes” / “No” answers; Please tick the box for the one which applies.** | Yes | No |
| **Management Responsibility**  |
| Is an organization chart available? If yes, please enclose a copy. |[ ] [ ]
| Are there any written job descriptions defining everyone’s responsibilities? |[ ] [ ]
| Does the supplier have the current Rossell Techsys Supplier Quality Requirements (SQAM)? |[ ] [ ]
| **Quality Management** |
| Do you have a Quality Manual? |[ ] [ ]
| Do you have procedures, which apply, to your process? |[ ] [ ]
| Do you have a skill matrix and training plan? |[ ] [ ]
| Do you have a periodic internal audit system?  |[ ] [ ]
| Are results of audits documented and brought to the attention of the personnel responsible for the area being audited? |[ ] [ ]
| Are purchase orders issued to approved suppliers only? |[ ] [ ]
| Does the supplier have a system for evaluating, approving, and maintaining effective control over procurement sources?  |[ ] [ ]
| Is a supplier quality rating system used? |[ ] [ ]
| **Inspection and Testing**  |
| Does supplier have a procedure for receiving inspection? And system for visual and dimensional inspection of materials in accordance with procedure? |[ ] [ ]
| Are records maintained which give evidence that the product has passed inspection and/or test with defined acceptance criteria? |[ ]  [ ]  |
| Are individuals trained in the handling of hazardous goods?  |[ ]  [ ]  |
| **Calibration** |
| Is there a documented procedure describing the calibration system? |[ ]  [ ]  |
| Is calibration status identified by a label indicating date calibrated, calibration due date, and personnel performing calibration? And unique number assigned to each measuring and test equipment? |[ ]  [ ]  |
| **Control of Non-Confirming products**  |
| Do procedures exist that define the system for handling nonconforming materials? |[ ]  [ ]  |
| Does the supplier maintain facilities for segregating nonconforming materials to preclude use? |[ ]  [ ]  |
| Upon disposition of the nonconformance, are the necessary verification in place to ensure disposition is implemented? |[ ]  [ ]  |
| Are materials to be scrapped positively segregated and mutilated in such a manner as to preclude the possibility of their being used for their intended purpose? |[ ]  [ ]  |
| **Corrective Action** |
| Does the supplier maintain a corrective action system? And follow up system to prevent recurrence of nonconformance |[ ]  [ ]  |
| Do procedures define notification of customers and/or recall of potential nonconforming material that have shipped? |[ ]  [ ]  |
| **Handling, Storage, Packaging and Delivery** |
| Are procedures in place to address obsolescence of stock? Is there evidence of stock review and purge? |[ ]  [ ]  |
| Does Quality ensure Packaging compliance to specification? | [ ]  | [ ]  |
| Are stock and shelf-life items controlled? | [ ]  | [ ]  |
| **Rossell Techsys comments**  |
| Scope of the approval  |  |
| Risk level | Choose an item. | Date  | Click or tap to enter a date. |
| Is SQAM gap assessment required to be conducted | [ ]  | [ ]  |
| Is an On-site manufacturing assessment required to be conducted | [ ]  | [ ]  |
| Approval status  | Choose an item. |
| SQE Comments  |  |
| Reviewer |   | Approver |   |