| **Item** | ***Please fill in this form electronically*** | **Yes** | **No** | **Enter Information or Comments** *(Do not enter shaded areas)* |
| --- | --- | --- | --- | --- |
| **1.0** | **Administrative** (All Vendor Types) |
| 1.1 | Company Name and Address: |  |  |  |
| 1.2 | Phone & Fax Number: |  |  |  |
| 1.3 | Company Type: Manufacturer, Distributor, Service, Other |  |  |  |
| 1.4 | Products or Services Offered: |  |  |  |
| 1.5 | Website: |  |  |  |
| 1.6 | FSCM/CAGE Code: |  |  |  |
| 1.7 | DUNS Number: |  |  |  |
| 1.8 | Person Completing Evaluation: |  |  | Name: Title: E-mail Address: |
| 1.9 | Quality Assurance Representative: |  |  | Name: Title: E-mail Address: |
| 1.10 | Identify the Company Ownership (public/Private)Structure (Division of…..) |  |  | Ownership:Structure: |
| 1.11 | Is this a Canadian Company? If not identify which Country |  |  | Country: |
| **2.0**  | **General** (All Vendor Types) (Fill in for the facility that will supply goods to Nautel)  |
| 2.1 | Area in Square feet:  |  |  | Manufacturing:Office:Warehouse (Distribution):Other Facilities (Test Sites etc.):Owned or Leased: |
| 2.2 | Number of Personnel:Sales: Finance:Engineering: Manufacturing:Quality: Procurement: Admin: Warehouse: |  |  | Total:  |
| 2.3 | What Percentage of Work is: |  |  | Government:Commercial:Other: |
| 2.4 | Please provide 3 Customer References (Name and Contact) |  |  | 1)2) 3) |
| 2.5 | Are you authorized by the original parts manufacturer to distribute the parts being supplied to Nautel  |  |  | Yes: No: If no, are you an independent Distributor? |
| 2.6 | Is the company registered to an International Quality System standard?Specify: |  |  | ISO9001: TS16949: TL9000: ISO13485:ISO 90003: Other:  |
| 2.7 | Are any of your products qualified by an independent 3rd party, specify  |  |  | QPL: MIL-PRFJAN (TX/TXV): Other: |
| 2.8 | Are any of your products approved by a regulatory agency, Specify  |  |  | UL: CSA: FCC:CE: VDE: Industry Canada:Other:  |
| 2.9 | Have your Quality System, internal processes, or products been audited and approved by any of your customers? Specify  |  |  | Customer:Scope of Approval: (Quality System, Processes, Products:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 2.10 | Do you perform any special processes at your facility; such as: Soldering, bonding, welding, x-ray, ultrasonic inspection, plating, conversion coating, mechanical testing.  |  |  | Please attach a list of special processes and any approvals (NADCAP) or standards they are certified to, or meet.  |
| 2.11 | Do you have a counterfeit parts program (Mechanical and/or Electronic Parts) |  |  | Please attach Counterfeit Parts Program Policy and procedures |
| 2.12 | Please provide the following information when returning this Questionnaire (As Applicable) |  |  | Quality Assurance ManualQuality Assurance System Registration CertificateMilitary or other QPL Certificate (s)Authorized Distributor Certificate/AuthorizationProduct Regulatory Approval Certificate (For products being supplied to Nautel only)Customer Quality System Approval letters/CertificatesSpecial Process List and Approval Certificates Counterfeit Parts Program Policy and Procedures |
| **3.0** | **Quality Management System** (Applicable to all vendor types)  |
| 3.1 | If you do not have a Quality Management system, or have a partial system; do you have plans to register your system?  |  |  | If yes, please specify date of planned registration and Registrar: |
| 3.2 | Do you maintain operating policies and procedures for your business processes and/or quality management system? |  |  |  |
| 3.3 | Is an internal audit program maintained that reviews compliance with all aspects of your quality program?  |  |  |  |
| 3.4 | Does the organizational structure define quality responsibility and authority? |  |  |  |
| 3.5 | Does the organizational structure provide access to top management? |  |  |  |
| 3.6 | Is the health and status of your quality management system periodically reviewed with management? |  |  |  |
| 3.7 | Do you have a documented employee training program and records that are easily retrievable? |  |  |  |
| 3.8 | Who is responsible for acceptance of product and services?  |  |  |  |
| 3.9 | Are records of manufacturing, inspections and tests maintained and easily retrievable? |  |  |  |
| 3.10 | Is quality data used in reporting results and trends to management? |  |  |  |
| 3.11 | Do you have a document control system? Is it an electronic or paper based system? |  |  |  |
| 3.12 | Does the documentation system record and control changes to documentation  |  |  |  |
| 3.13 | Does the document control system ensure that you are using the latest revision? |  |  |  |
| 3.14 | Do you have a documented non-conformance system? |  |  |  |
| 3.15 | Are non-conforming items positively identified and segregated? |  |  |  |
| 3.16 | Do you have a Corrective Action System? |  |  |  |
| 3.17 | When was the last Corrective action to a supplier issued |  |  |  |
| 3.18 | Do you have a system that collects and measures customer complaints? |  |  |  |
| 3.19 | Is corrective action documented for customer complaints? |  |  |  |
| **4.0** | **Contract Review Process** (Applicable to all vendor types) |
| 4.1 | Are customer requirements reviewed and records maintained?  |  |  |  |
| 4.2 | When customer requirements change, is there a process that ensures relevant personnel are notified and relevant documents are amended? |  |  |  |
| 4.3 | Is there a process for communicating with customer on product information, enquiries, contracts or order handling, including amendments and customer feedback? |  |  |  |
| **5.0**  | **Design and Development Processes** (Not applicable to distributors/Contract Manufacturers) |
| 5.1 | Do you have a documented Design and Development process with defined inputs and outputs? |  |  |  |
| 5.2 | Do you have objective evidence of design reviews, verification, and validation? |  |  |  |
| 5.3 | Does Quality Assurance participate in design reviews |  |  |  |
| 5.4 | Do procedures cover the release, change and recall of design information?  |  |  |  |
| 5.5 | If applicable, are requirements placed on bare circuit board manufacturers? (such as IPC-A-600?) |  |  |  |
| 5.6 | Does the design process include qualification or reliability testing?  |  |  |  |
| **6.0**  | **Procurement Processes** (Applicable to all vendor types) |
| 6.1 | Do you maintain and approved vendor list? |  |  |  |
| 6.1 | Are vendors evaluated, and monitored?  |  |  |  |
| 6.3 | Are quality requirements specified on purchase orders?  |  |  |  |
| 6.4 | How are special process suppliers controlled?  |  |  |  |
| 6.5 | Do you have a counterfeit parts prevention process? |  |  |  |
| **7.0**  | **Incoming Inspection** (Applicable to all vendor types) |
| 7.1 | Do you have an incoming inspection function? |  |  |  |
| 7.2 | Is all product used for your companies’ final products inspected on receipt? |  |  |  |
| 7.3 | Do you keep records of inspections/tests and non-conformances for purchased product? |  |  |  |
| 7.4 | Are inspection results used to initiate corrective/preventive action for purchased items  |  |  |  |
| 7.5 | Are incoming materials identified and segregated until acceptance? |  |  |  |
| 7.6 | Is SPC used during incoming inspection?  |  |  | What standard is used? |
| 7.7 | Do you have procedures to detect counterfeit parts? |  |  |  |
| **8.0**  | **Material Control Processes** (Applicable to all vendor types) |
| 8.1 | Do you have a “dock to Stock” program? |  |  | If yes, how is it controlled? |
| 8.2 | Do procedures exist for storage, release, and movement of material? |  |  |  |
| 8.3 | Is Kanban used for any materials |  |  |  |
| 8.4 | Are materials in stores identified and controlled?  |  |  |  |
| 8.5 | Is material substitution documented and controlled? |  |  |  |
| 8.6 | Do storage areas, facilities and processes prevent material degradation? Including freezers |  |  |  |
| 8.7 | Do you maintain ESD controls in stores? |  |  |  |
| 8.8 | Is shelf life monitored and controlled? |  |  |  |
| 8.9 | Are moisture sensitive parts stored per industry standards? |  |  |  |
| 8.10 | Can you maintain material traceability the vendor of the parts? Specify level. |  |  | Work Order: Lot/Batch:Date Code: Serial number: |
| **9.0**  | **Manufacturing Process Controls** (Not applicable to distributors) |
| 9.1 | Are shop travelers used to control material flow in manufacturing? |  |  |  |
| 9.2 | Are operations and inspections traceable to the person performing the operation? |  |  |  |
| 9.3 | Are records of inspections and tests maintained as Quality records? |  |  |  |
| 9.4 | Are process capabilities established and maintained?  |  |  |  |
| 9.5 | Is in-process inspection performed? By whom? Production staff of dedicated inspection? |  |  |  |
| 9.6 | Do products have specific workmanship criteria defined?  |  |  |  |
| 9.7 | Do you follow any industry standard workmanship criteria (IPC etc.) Specify |  |  | Class: |
| 9.8 | Do you have a formal first article inspection process? |  |  |  |
| 9.9 | Is sampling used to accept product batches for shipment? |  |  |  |
| 9.10 | Do you perform burn-in, HALT or HASS testing to accept products? |  |  |  |
| 9.11 | Are Clean Rooms used to manufacture the proposed products? If yes, specify class |  |  |  |
| 9.12 | Do you have a preventive maintenance program?  |  |  |  |
| 9.13 | Do you have an ESD program? |  |  | Standard Used: |
| 9.14 | Do you maintain traceability during manufacturing, specify level?  |  |  | Work Order: Lot/Batch:Date Code: Serial number: |
| **10.0**  | **Calibration Process** (Applicable to all vendor types) |
| 10.1 | Do you maintain a documented equipment calibration system? |  |  |  |
| 10.2 | Is equipment calibrated in-house or sent out for calibration?  |  |  |  |
| 10.3 | Is temperature and humidity controlled where in-house calibration is performed?  |  |  |  |
| **11.0**  | **Packing Packaging Process** (Applicable to all vendor types) |
| 11.1 | Are packing requirements defined as part of the engineering build package |  |  |  |
| 11.2 | Is packaging qualified to ensure product is not damaged or degraded following transport |  |  |  |
| 11.3 | Does packaging include sensors to indicate if environment was exceeded during transport? |  |  | Moisture: Vibration: Temperature: Shock: |
| **12.0**  | **Vendor Approval** (For internal use) |
| 12.1 | Supplier Approved-No Conditions |  |  |  |
| 12.2 | Supplier Conditionally Approved  |  |  | Restrictions in comments |
| 12.3 | Approved By: |  |  | Date:  |