| **Item** | ***Please fill in this form electronically*** | **Yes** | **No** | **Enter Information or Comments** *(Do not enter in shaded areas)* |
| --- | --- | --- | --- | --- |
| **1.0** | **Administrative** (All Vendor Types) | | | |
| 1.1 | Date of completion: |  |  |  |
| 1.2 | Company Name and Address: |  |  |  |
| 1.3 | Phone Number: |  |  |  |
| 1.4 | Company Type: Manufacturer, Distributor, Service, Other |  |  |  |
| 1.5 | Products or Services Offered: |  |  |  |
| 1.6 | Website: |  |  |  |
| 1.7 | FSCM/CAGE Code: |  |  |  |
| 1.8 | DUNS Number: |  |  |  |
| 1.9 | Person Completing Evaluation: |  |  | Name: Title: E-mail Address: |
| 1.10 | Quality Assurance Representative: |  |  | Name: Title: E-mail Address: |
| 1.11 | Identify the Company Ownership (public/Private)Structure (Division of…..) |  |  | Ownership: Structure: |
| 1.12 | 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: |  |  | Total:  Sales: Finance:  Engineering: Manufacturing:  Quality: Procurement: Admin: Warehouse: |
| 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 or standards?  **Please Specify.** |  |  | ISO9001: TS16949:  AS9100: ISO13485:  ISO 90003: ISO14001:  TL9000: Other: |
| 2.7 | Are any of your products qualified by an independent 3rd party, **please specify**. |  |  | QPL: MIL-PRF  JAN (TX/TXV): Other: |
| 2.8 | Are any of your products approved by a regulatory agency, **please 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? Please 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 Include this information when returning this Questionnaire.**  **(As applicable)** |  |  | * Quality Assurance System Registration Certificate (s) * Environmental Management System ISO14001 Certificate (if applicable) * Military or other QPL Certificate (s) * Authorized Distributor Certificate/Authorization * Product Regulatory Approval Certificate (For products being supplied to Nautel only) * Conflict Minerals Policy / CMRT or complete QAP06.1D.FRM (Conflict Minerals Representation). * Counterfeit Parts Program Policy and Procedures or complete QAP06.1C.FRM (Counterfeit Parts Questionnaire) * Hazardous Material Declaration / Report, QAP06.1E.FRM * Special Process List and Approval Certificates (If applicable) |
| **3.0** | **Quality Management System** (Applicable to all vendor types)  **If your organization is ISO9001 / AS9100 Certified, stop here.** | | | |
| 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 products 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 customers 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 an 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 the 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 as 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 or dedicated inspection? |  |  |  |
| 9.6 | Do products have specific workmanship criteria defined? |  |  |  |
| 9.7 | Do you follow any industry standard workmanship criteria (IPC, etc.)? Please 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 Nautel use) | | | |
| 12.1 | Vendor Approval Notes / Restrictions |  |  | Place in Unipoint Vendor Approval Record. |