



## SUPPLIER EVALUATION QUESTIONNAIRE

<b>GENERAL INFORMATION:</b>				
Company Name: _____				
Phone: _____		Fax: _____		
Email: _____				
Web Site: _____				
Company Address, City, St, Zip, Country: _____				
*FAR Classification: (Small, Large, Small Disadvantaged, Woman-Owned Small, Veteran-Owned Small, Service-Disabled Veteran-Owned Small, HUBZone Small, etc.) _____.				
* NOTICE: Under 15 U.S.C. 645(d), any person who misrepresents a firms proper size classification, in order to obtain a contract to be awarded under the preference programs shall (1) be punished by imposition of a fine, imprisonment, or both, (2) be subjected to administrative remedies, including suspension and debarment and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.				
<b>KEY CONTACTS:</b>				
<b>Name</b>	<b>Title</b>	<b>Phone:</b>	<b>Email:</b>	
<b>Question:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Have you done or are you currently doing business with other prime manufacturers?				
If yes, which ones? _____ _____				
2. Is your company:				
A. Distributor				
B. Manufacturer – build to print				
C. Service				
D. Other (specify) _____				
3. Are there any manufacturing locations other than the above address:				
If yes, list addresses: _____ _____				
4. Type of articles produced/supplied:				
A. Electrical				
B. Mechanical				
C. Electro-Mechanical				
D. Other (specify): _____				
5. Annual Sales: \$ _____	Government % _____	Commercial % _____		



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6. Total Number of Employees: _____	Quality: _____ Engineering: _____	Production _____ Support _____ Other _____
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<b>GENERAL INFORMATION QUESTIONNAIRE:</b>				
Question:	Yes	No	N/A	Comments
7. Do you have plant shut downs? If yes, indicate dates below.				
Describe: _____ _____				
8. Facility size _____ sq. ft.,				
A. Percent of present production capacity utilized: _____%				
B. Production yield rate: _____				
C. Customer return rate: _____				
9. Do you have a documented process to notify your customers of any changes to your products that may affect performance, quality or reliability?				
Describe: _____ _____				
10. Do you notify your customers of physical dimension changes to your product (s)?				
A. Describe: _____ _____				
11. Do you change part numbers when introducing changes which affect the form, fit, function or interchangeability of your products?				
12. What method do you use for Customer Notification of product or process changes? (Email, fax, phone, written letter, other?) _____				
13. What method do you use for Customer notification of product obsolescence, planned or otherwise? (email, fax, phone, written letter, other?) _____				
14. Do you subcontract any processes? Describe: _____ _____ _____				
15. If the Company has undergone any location, management, or major quality system changes in the last 6 months, please provide details. _____ _____ _____				



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<b>16. Please list your top three (3) customers:</b>			
Company Name and Location	Contact/Phone	Annual Sales	% Of Total Sales
<b>17. May ESA contact these customers for references? Yes No</b>			
<b>18. Do you have a Supplier Cage Code? Yes No Cage Code Number: _____</b>			
<b>19. Are you registered with Dunn and Bradstreet? Yes No D &amp; B Number: _____</b>			
<b>20. Are you registered with Central Contractor Registration (CCR)? Yes No</b>			
<b>21. Have you ever been or are you currently on the Government Debarred List? Yes No</b>			
If yes, please explain:			
<b>22. Do you have a current DD form 2345 with the DLIS US/Canada project? Yes No</b>			
Certificate Number:			



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<b>QUALITY MANAGEMENT SYSTEM INFORMATION:</b>				
Please describe your quality system by providing the following information. Include information to reflect your quality abilities such as metrics, flow charts and historical trends etc.				
<b>Question:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Is your quality system based on</b>				
A. ISO 9001:2000				
B. AS9100				
C. NADCAP				
D. Other (describe) _____				
<b>2. If ISO 9001 or AS9100, is organization certified? (if yes, <b>please include a copy of certificate</b>)</b>				
<b>3. If no, to question 2, does a plan exist for obtaining registration? (If yes, give estimated time to achieve registration)</b>				
<b>4. Please give name and title of person responsible for administering a Quality Program.</b>				
<b>Name</b>				<b>Title</b>
<b>5. Are you willing to allow an ESA representative to perform an on-site audit of your facility?</b>				
<b>6. Do you have a written quality policy that is defined, documented and communicated throughout the organization?</b>				
<b>7. Do you have periodic management reviews to ensure effectiveness of the quality system?</b>				
<b>8. Do you have a documented Quality System? (If yes, and you are <u>NOT ISO 9001/AS9100 REGISTERED</u>, please send in a copy of the Quality Manual <b>index ONLY</b>)</b>				
<b>9. Do you prepare Quality Plans for new product development?</b>				
<b>10. Do you perform customer purchase order/contract reviews?</b>				
<b>11. Do you control and verify design of your product to assure specified requirements are met?</b>				
<b>12. Do you have a document control management system?</b>				
A. Is quality in the review and approval cycle?				
B. Do you have a documented procedure to control "red-line" changes?				
<b>13. What methods do you use for supplier surveillance?</b>				
A. On-site surveys/audits?				
B. History performance reviews?				
C. Use of SPC				



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D. Third party audits				
E. None				
F. Other				
<b>14.</b> Do you control and document maintenance of customer supplied products (inspect/test equipment, fixtures, material etc.)				
<b>15.</b> Do you document and maintain product traceability and identification?				



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<b>QUALITY MANAGEMENT SYSTEM INFORMATION:</b>				
<b>Question:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>16.</b> Do you perform a First Article Inspection (FAI) each time that you build a product for the first time?				
<b>17.</b> Do you have documented/controlled "work instructions"?				
<b>18.</b> Do you perform special processes such as chemical conversion (chem. film) welding, heat treating, plating, etc.? If yes, are they performed				
A. In-house				
B. Outside processor				
C. Both?				
<b>Please list processes:</b>				
<b>19.</b> Are you an approved processor for any other prime contractors (Boeing, Lockheed, etc.)?				
<b>20.</b> Do you handle electrostatic sensitive devices?				
<b>21.</b> If yes, do you have a system to assure devices are not damaged due to handling?				
<b>22.</b> Do you verify that incoming product is acceptable?				
<b>23.</b> Do you record accept/reject quantities from your suppliers upon receipt?				
<b>24.</b> All inspection/test equipment used to accept product for ESA must be calibrated. Is such equipment calibrated on a recall system? If yes,				
A. In-house				
B. Subcontractor				
C. Both?				
<b>25.</b> Is the customer notified when an out-of calibration condition may have allowed defective product to be shipped?				
<b>26.</b> Are all calibration standards traceable to a recognized national standard?				
<b>27.</b> Is product identified as to its inspection/test status throughout all stages of production?				
<b>28.</b> Do you identify and disposition all non-conforming product?				
<b>29.</b> Do you have a cause and corrective action system?				
<b>30.</b> When product is unacceptable, what method do you use to assure product will not be shipped to ESA? Please describe:				
<b>31.</b> Do you have a documented system to initiate, investigate and provide solutions for customer complaints?				



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<b>QUALITY MANAGEMENT SYSTEM INFORMATION:</b>				
Question:	Yes	No	N/A	Comments
<b>32.</b> Do you have a method to assure product is packaged and shipped in accordance with ESA purchase order, and that certificate of conformance, inspection and/or test data is also provided with shipment?				
<b>33.</b> Do you maintain quality records? If yes, for how long? _____				
<b>34.</b> Do you perform internal audits of your quality system?				
<b>35.</b> Are results documented?				
<b>36.</b> Is affectivity verified and available for review?				
<b>37.</b> Are training records documented and maintained for review?				
<b>38.</b> Do you provide and document periodic retraining/certification?				
<b>39.</b> Do you provide warranty/non-warranty service for your product?				
<b>40.</b> Do you use Statistical Process Control (SPC)? If yes, list processes that are monitored: _____				
<b>41.</b> Do you maintain real time SPC charts for the processes that are subject to SPC?				
<b>42.</b> Will you share your statistical information with customers?				
<b>NADCAP CERTIFICATION</b>				
Is your company certified by NADCAP for special processes?				
If yes, please provide details (A copy of the certificate must be attached): Process Name/Code: _____ _____				
<b>PLEASE SIGN AND DATE THIS QUESTIONNAIRE BELOW.</b>				
If your company is ISO9001:2000 OR AS9100 certified please send a copy of your certificate with this questionnaire. If your company is not registered, please send a copy of your Quality Manual INDEX ONLY with this questionnaire. If you have any questions regarding this questionnaire, please contact Doug Teagle at 256-480-2460 or <a href="mailto:doug.teagle@elbitsystems-us.com">doug.teagle@elbitsystems-us.com</a> , or Alan Smith at 256-480-2461 or <a href="mailto:alan.smith@elbitsystems-us.com">alan.smith@elbitsystems-us.com</a> .				
Completed by: _____				
Title: _____				
Signature: _____				
Date Completed: _____				