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| Page 1 of 3 | **SELF ASSESSMENT CAPABILITY SURVEY**[**www.sechan.com**](http://www.sechan.com) |

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| **SECHAN USE ONLY:** | **Check one each block:****New Supplier Survey [ ]** **Renewal Survey [ ]** **Approved [ ]** **Not Approved [ ]** **Distribution [ ]** **Manufacturer [ ]** **Support [ ]** **Supplier is a Cust.\*[ ]** **Cust #:\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| SSOA: | (List Applicable Commodity Codes): |  |  |
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|  |  |  |
|  |  |  |
| Supplier Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Points: \_\_\_\_\_\_\_\_\_\_\_\_ (14 Possible) If ISO/AS Registered = 14 PointsAuthorized By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| *Scoring System: If ISO or AS9100 registered the score is automatically 14 points. If not ISO or AS9100 registered, scoring is calculated per Section V.***INSTRUCTIONS:*** **EVERYONE MUST COMPLETE SECTION I THRU IV**
* **If your company is ISO or AS9100 registered you do not need to complete Section V, attach certification copy to this response. Electronic submission is preferred.**
 |
| **SECTION I: GENERAL INFORMATION** |
| A. Identification Data: |
| Supplier Name: |  |
| Supplier Tax Identification #: |  |
| DUN & Bradstreet # (If Applicable): |  |
| Address 1: |  |
| Address 2: |  |
|  City: |  |
| State & Zip Code: |  | Country: |  |
| Company Phone Number: |  |
| Company Fax Number: |  |
| Sales Contact Name: |  |
| Sales Contact Phone Number: |  |
| Sales Contact E-Mail: |  |
| Quality Contact Name: |  |
| Quality Contact Phone Number: |  |
| Quality Contact E-Mail: |  |
| WWW Address: |  |
| Survey Completed By & Date: |  |
| B. Date Company or Division Formed: |  |
| C. Business: | [ ]  Manufacturing: List Products: |  |
|  | [ ]  Distribution/Sales. List Product Lines: |  |
| D. Are you a Franchised Distributor? [ ]  Yes [ ]  No  |
| E. Delivery Terms: [ ]  FOB Destination, Freight Paid [ ]  FOB Supplier, Prepay and Add |
| F. Payment Terms:  |  |

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| **SECTION II: QA MANAGEMENT SYSTEM** |
| Does your company have: |
| 1. Quality Policy Manual? [ ]  Yes [ ]  No  |
| 2. Quality System [ ]  AS9100D [ ]  ISO 9001:2015If the supplier has another recognized system list here  |
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| **SECTION III: COMMODITY BASED QUESTIONS** | YES | NO | NA |
| A. Hardware |  |  |  |
|  1. Does or can the Supplier obtain raw material certifications from suppliers for material traceability? | [ ]  | [ ]  | [ ]  |
|  2. Does or can the Supplier obtain OEM certifications for traceability to the manufacturer? | [ ]  | [ ]  | [ ]  |
|  3. Is test data and/or dimensional data present and available for the devices? | [ ]  | [ ]  | [ ]  |
| B. Electronic and Electro-mechanical parts (i.e. IC’s, Resistors, Relays, Circuit Breakers, etc.) |  |  |  |
|  1. Does or can the supplier obtain OEM certificates? | [ ]  | [ ]  | [ ]  |
|  2. Does the supplier identify parts if they are ROHs compliant? | [ ]  | [ ]  | [ ]  |
|  3. Are proper ESD controls in place? | [ ]  | [ ]  | [ ]  |
|  4. Is test data and/or dimensional data present and available for the devices? | [ ]  | [ ]  | [ ]  |
| C. Metal Fabricated Parts |  |  |  |
|  1. Does the supplier obtain raw material, heat treat lot, etc. certifications for material traceability? | [ ]  | [ ]  | [ ]  |
|  2. Does the supplier obtain certifications for plating, chemical conversions, painting, etc. for material traceability? | [ ]  | [ ]  | [ ]  |
|  3. Does supplier perform validation of the 1st Piece against customer drawing? | [ ]  | [ ]  | [ ]  |
|  4. Does supplier use calibrated equipment for measuring product? | [ ]  | [ ]  | [ ]  |
| **SECTION IV: PROCESS RELATED QUESTIONS** |  |  |  |
|  1. Does the supplier have a Counterfeit Part Prevention Program in Place (reference AS5553)? | [ ]  | [ ]  | [ ]  |
|  2. Does the supplier have an established Foreign Object Damage (FOD) program in place that meets NAS412? | [ ]  | [ ]  | [ ]  |

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| **If the supplier is AS9100 or ISO 9001, section V DOES NOT need completed.** |

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| **SECTION V: QA MANAGEMENT SYSTEM SURVEY QUESTIONS** |

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| **QUALITY MANAGEMENT SYSTEM** | YES | NO | NA |
| *Quality System* |  |  |  |
| 1. Are procedures written describing how tasks are to be done?
 | [ ]  | [ ]  | [ ]  |
| **MANAGEMENT RESPONSIBILITY** | YES | NO | NA |
| *Quality Records* |  |  |  |
| 1. Are there procedures for the identification, collection, indexing, filing, maintenance, and disposition of quality-related records?
 | [ ]  | [ ]  | [ ]  |
| *Contract Review* |  |  |  |
| 1. Does the supplier have established procedures to review purchase orders and contracts?
 | [ ]  | [ ]  | [ ]  |
| **CUSTOMER-RELATED PROCESSES** | YES | NO | NA |
| *Purchasing* |  |  |  |
| 1. Does the supplier ensure that the purchased material conforms to specified requirements?
 | [ ]  | [ ]  | [ ]  |
| *Process Control* |  |  |  |
| 1. Are the process and product characteristics monitored during manufacturing?
 | [ ]  | [ ]  | [ ]  |
| 1. Does the supplier use an industry or other internal written standard for workmanship criteria?
 | [ ]  | [ ]  | [ ]  |
| *Handling, Storage, Packaging, and Delivery* |  |  |  |
| 1. Does the supplier have a procedure to ensure proper handling, storage, packaging, and delivery of a product?
 | [ ]  | [ ]  | [ ]  |

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| **MEASUREMENT ANALYSIS AND IMPROVEMENT** | YES | NO | NA |
| 1. Does the supplier actively monitor customer satisfaction?
 | [ ]  | [ ]  | [ ]  |
| *In-Process Inspection and Testing* |  |  |  |
| 1. Are there documented instructions for inspecting and testing products?
 | [ ]  | [ ]  | [ ]  |
| 1. Are non-conforming products identified and sorted in designated areas?
 | [ ]  | [ ]  | [ ]  |
| *Final Inspection and Testing* |  |  |  |
| 1. Are there procedures which verify that all final inspections and tests have been carried out?
 | [ ]  | [ ]  | [ ]  |
| *Inspection and Test Records* |  |  |  |
| 1. Are documents for verification of inspection and testing maintained and saved?
 | [ ]  | [ ]  | [ ]  |
| 1. Does the supplier perform AS9102 or equivalent First Article Inspection?
 | [ ]  | [ ]  | [ ]  |
| *Control of Non-Conforming Product* |  |  |  |
| 1. Is there a documented procedure for identifying and separating rejected material to prevent inadvertent use of non-conforming products?
 | [ ]  | **[ ]**  | [ ]  |

***Return completed form to SECHAN Electronics***

\*If the supplier is a Customer, the Buyer fills out Section I to the best of their ability by reviewing the customer record and/or talking with the Program Manager and then submits the form to the Quality Department. The form is not sent to the Customer.

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