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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 Points  Authorized 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 9001:2015  If 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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