



**KLUNE INDUSTRIES,
INCORPORATED**
SPANISH FORK DIVISION

SUPPLIER

SUPPLIER NAME: _____ DATE: _____

EMAIL: _____ PHONE: _____ FAX: _____

ADDRESS: _____ CITY/STATE: _____ ZIPCODE: _____

The attached questionnaire is to be completed and forwarded together with any additional information to:

**KLUNE INDUSTRIES INCORPORATED
ATTN: PROCUREMENT QUALITY
1800 NORTH 300 WEST
SPANISH FORK, UTAH 84660**

The questionnaire is based on Military, NASA, and Klune Quality System requirements. Approval status shall be based upon an analysis of the completed questionnaire and, in some cases, an on site survey.

Quality system questions, if any, may be discussed by the supplier and Klune Industries, Inc. (KII) after the returned questionnaire is reviewed by KII Quality Assurance.

Prior to any contemplated on site survey, a mutually convenient schedule for the survey will be established.

Your cooperation and assistance will be greatly appreciated.

IF YOU ARE NADCAP / AS9100 / ISO9001 APPROVED, PLEASE CHECK THIS BOX AND SUBMIT THIS PAGE *WITH A COPY OF YOUR CERTIFICATE*. DO NOT COMPLETE THE BALANCE OF THE SURVEY.

FOR KLUNE INDUSTRIES INCORPORATED USE ONLY

REVIEW OF PRODUCT ALERTS - RESULTS: _____

AUDIT APPROVAL BY: _____ DATE: _____

APPROVAL PERIODS - FROM _____ TO _____ VENDOR CODE: _____

REMARKS: _____

SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

HOW LONG HAS YOUR COMPANY BEEN IN BUSINESS? _____

1. UNDER PRESENT NAME? _____ 2. UNDER PRESENT MANAGEMENT _____

3. UNDER PRESENT QA MANAGEMENT? _____ 4. UNDER PRESENT PRODUCTION MANAGEMENT _____

QUESTIONNAIRE COMPLETED BY:

NAME _____ TITLE _____ SIGNATURE _____

SECTION A

	YES	NO
1. DO YOU HAVE A COMPANY AND QUALITY DEPARTMENT ORGANIZATIONAL CHART?	_____	_____
2. DO YOU HAVE A QUALITY MANUAL AND/OR PUBLISHED DIRECTIVES?	_____	_____
3. DO YOU MAINTAIN A LIST OF MEASURING/TEST EQUIPMENT?	_____	_____
4. DO YOU HAVE PUBLISHED WORKMANSHIP STANDARDS?	_____	_____

SECTION B

1. RESPONSIBLE PARTY FOR:

QUALITY CONTROL _____ TITLE _____

REPORTS TO: _____ TITLE _____

2. RESPONSIBLE PARTY FOR:

MANUFACTURING _____ TITLE _____

REPORTS TO: _____ TITLE _____

3. TOTAL SQ. FT. MFG. AREA _____ TOTAL NUMBER OF PERSONNEL _____

NUMBER EMPLOYEES ASSIGNED QUALITY RESPONSIBILITIES _____

SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

All items marked as NO or N/A (Not Applicable) must be briefly justified in that all items within this survey are pertinent in determining supplier approval status. (Use an attached sheet if needed)

SECTION C

1. IS YOUR COMPANY RECEPTIVE TO AN ONSITE SURVEY CONFIRMING AND ELABORATION ON THIS QUESTIONNAIRE? YES _____ NO _____
2. IS YOUR COMPANY RECEPTIVE TO KII SOURCE INSPECTION AND/OR SURVEILLANCE?
YES _____ NO _____

NOTE: IF THE ANSWER TO 1 OR 2 IS NO, PLEASE EXPLAIN.

3. IS YOUR FACILITY UNDER GOVERNMENT QA COGNIZANCE?
 - a) YES _____ NO _____
 - b) NAME OF GOVERNMENT AGENCY _____
 - c) IF UNDER GOVERNMENT SURVEILLANCE IS REPRESENTATIVE:
RESIDENT _____ NON-RESIDENT _____

4. WHAT PERCENTAGE OF YOUR WORK IS FOR THE GOVERNMENT? _____ (approx)

5. PLEASE IDENTIFY BELOW THE SPECIFICATIONS YOU FEEL YOUR CURRENT PROCEDURES ARE BASED ON:

1. AS9100 _____
2. ISO 9001 _____
3. OTHER (Identify) _____

6. WHAT ARE YOUR PRINCIPLE PRODUCTS?

7. LIST SOME OF YOUR MAJOR CUSTOMERS.

8. COMMENTS/REMARKS:

SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

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SECTION D

1.0 QUALITY PROGRAM MANAGEMENT

	YES	NO	N/A
A. ORGANIZATION			
1. Do you have a quality control system which is implemented with supporting documentation? e.g., a Quality Manual, Inspection/Test Procedures, etc.	_____	_____	_____
2. Are quality functions and activities identified?	_____	_____	_____
3. Do personnel performing quality functions have sufficiently well defined responsibility, authority and organizational freedom to: (Both the following must be answered "yes" to enter "yes" for 3).	_____	_____	_____
a. Identify and evaluate quality problems?	YES _____	NO _____	
b. Initiate, recommend or provide solutions?	YES _____	NO _____	
4. Do you conduct audits of personnel, procedures and operations which implement the quality program?	_____	_____	_____
B. INITIAL QUALITY PLANNING			
1. Are contract reviewed to identify and make timely provisions for special or unusual requirements?	_____	_____	_____
C. WORK INSTRUCTIONS			
1. Are detailed instructions used for all operations which affect quality?	_____	_____	_____
2. Are instructions reviewed by quality for: (All three of the following must be answered "yes" to enter "yes" for 2).	_____	_____	_____
a. Accuracy?	YES _____	NO _____	
b. Completeness?	YES _____	NO _____	
c. Worker compliance?	YES _____	NO _____	
D. RECORDS			
1. Are current, complete and accurate records of quality activities on file and maintained?	_____	_____	_____
2. Do inspection and test records indicate the: (All four of the following must be answered "yes" to enter "yes" for 2).	_____	_____	_____
a. Nature and number of observations made?	YES _____	NO _____	
b. Number and types of deficiencies found?	YES _____	NO _____	
c. Quantities approved and rejected?	YES _____	NO _____	
d. Nature of corrective action?	YES _____	NO _____	

SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

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		YES	NO	N/A
D.	RECORDS (cont)			
	3. Do you feel that management's actions reflect the use of your quality records, data, and analysis?	_____	_____	_____

E.	CORRECTIVE ACTION			
	1. Does corrective action extent to purchased parts?	_____	_____	_____
	2. Is product examination conducted on scrap and rework to determine the extent and cause of defects?	_____	_____	_____
	3. Is the effectiveness of corrective action reviewed?	_____	_____	_____
	4. Are analysis made to identify trends toward product deficiencies?	_____	_____	_____

F.	COSTS RELATED TO QUALITY			
	1. Is quality cost data collected and used as a management tool to prevent or correct unfavorable trends and minimize total expenditures?	_____	_____	_____
	2. Does management know and understand how the cost of scrap and rework compares to the cost of preventing scrap and rework?	_____	_____	_____

2.0 FACILITIES AND STANDARDS

A.	DRAWING AND CHANGE CONTROL			
	1. Are the latest applicable engineering drawings, specification and instructions available at the time and place of inspection?	_____	_____	_____
	2. Are there written procedures describing change control?	_____	_____	_____
	3. Do your records show the effectivity of change incorporation?	_____	_____	_____
	4. Do your procedures ensure the current levels, completeness and engineering adequacy in your drawings?	_____	_____	_____
	5. Do you have a procedure for verifying the conversion of customer requirements into your internal instructions?	_____	_____	_____
	6. Are obsolete drawings removed from operating areas?	_____	_____	_____
	7. Are there procedures for processing change proposals that require government and/or customer approval?	_____	_____	_____
	8. Is there sufficient documentation to produce articles in conformance with design and engineering requirements?	_____	_____	_____

SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

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		YES	NO	N/A
B.	MEASURING AND TEST EQUIPMENT			
1.	Is your specialized test equipment that is used for acceptance purposes in calibration?	_____	_____	_____
2.	Are the necessary gages and test equipment available?	_____	_____	_____
3.	Is the test and measuring equipment properly maintained?	_____	_____	_____
4.	Does your calibration system comply with the requirements of ISO-10012 and/or ANSI-Z540?	_____	_____	_____
5.	Are your measurement standards certified and traceable to NIST?	_____	_____	_____
6.	Does your M&TE control system prevent the use of inaccurate equipment?	_____	_____	_____
7.	Do you require your subcontractors to have a system which ensures the accuracy of their test and measuring equipment?	_____	_____	_____
7.	Is your measuring and test equipment used for acceptance purposes identified to indicate the date of last calibration, by whom, and date when next calibration is due?	_____	_____	_____
9.	Are approved test procedures and/or equipment technical manuals used for the calibration of test equipment?	_____	_____	_____
C.	PRODUCTION TOOLING USED AS A MEDIA OF INSPECTION			
1.	Is all tooling, used as inspection equipment, proven for accuracy prior to use?	_____	_____	_____
2.	Is such tooling re-inspected at established intervals and is the inspection as frequent as needed to ensure adequacy?	_____	_____	_____
D.	ADVANCED METROLOGY REQUIREMENTS			
1.	Are requests for proposals and/or contracts reviewed by Quality Assurance personnel to identify unusual precision measurement requirements?	_____	_____	_____
2.	Do your procedures ensure timely identification and review of any precision measurement needs that exceed the known "State of the Art"?	_____	_____	_____

SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

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3.0 CONTROL OF PURCHASES

A. RESPONSIBILITY	YES	NO	N/A
1. Is the criteria for supplier selection based on past record of performance?	_____	_____	_____
2. Are quality surveys performed?	_____	_____	_____
3. Is source inspection utilized as a means of ensuring product quality?	_____	_____	_____
4. Can you show objective evidence that all parts and material are purchased from original manufacturers, authorized distributors and/or approved subcontractors? (Attach sheets if needed)	_____	_____	_____
5. Do you have a supplier quality rating system?	_____	_____	_____
B. PURCHASING DATA			
1. Do your purchasing documents contain a complete description of the supplies ordered, including by statement, a reference of all requirements for manufacturing, inspection, testing and packaging?	_____	_____	_____
2. Do you maintain control of any design changes which may be required of your subcontractors?	_____	_____	_____
3. Do you screen all your purchase orders for inclusion of applicable requirements?	_____	_____	_____
4. Do you require your suppliers to implement a quality effort?	_____	_____	_____

4.0 MANUFACTURING CONTROLS

A. MATERIAL CONTROL			
1. Are all materials and/or supplies inspected upon receipt to assure technical conformity?	_____	_____	_____
2. Are raw materials inspected for conformance to the applicable physical, chemical and technical requirements using laboratory analysis?	_____	_____	_____
3. Do you require your supply sources to exercise an equivalent control of raw material?	_____	_____	_____
4. Do you have controls to prevent the use of nonconforming raw materials?	_____	_____	_____

SUPPLIER QUALITY SYSTEM QUESTIONNAIRE

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		YES	NO	N/A
B.	PRODUCTION PROCESSING AND FABRICATION			
1.	Are production operations accomplished under controlled conditions?	_____	_____	_____
2.	Have criteria for approval and rejection been provided for product inspections and for monitoring of methods, equipment and personnel?	_____	_____	_____
3.	Do you control the processing environment to the degree necessary of certification, inspection, authorization and monitoring for specialized and complex processing?	_____	_____	_____
4.	Is adequate criteria provided for significant accept or reject decisions?	_____	_____	_____
5.	Do you maintain a system for certification of processes such as soldering, welding, NDT, etc.?	_____	_____	_____
C.	COMPLETED ITEM INSPECTION AND TESTING			
1.	Are completed items given a final inspection and/or test?	_____	_____	_____
2.	Does the final test adequately simulate product capability?	_____	_____	_____
3.	Is re-inspection and retest performed on all items which have been reworked, repaired or modified after initial product testing? Is this documented?	_____	_____	_____
D.	HANDLING, STORAGE AND DELIVERY			
1.	Are there adequate work and inspection instructions for the handling, storage and delivery of material?	_____	_____	_____
2.	Are items with a limited shelf life controlled and identified?	_____	_____	_____
3.	Are all items which can deteriorate or corrode properly cleaned and preserved prior to storage?	_____	_____	_____
4.	Does all material to be stored show evidence of inspection?	_____	_____	_____
5.	Do you have a system for control of static sensitive devices?	_____	_____	_____
E.	NONCONFORMING MATERIAL			
1.	Is discrepant material promptly and adequately identified and separated from normal work operations?	_____	_____	_____
2.	Are adequate holding areas available and used for nonconforming material?	_____	_____	_____
3.	Are written procedures used for rework, repair and disposition of nonconforming material?	_____	_____	_____
4.	Are there written procedures for controlling nonconforming material and supplies?	_____	_____	_____

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		YES	NO	N/A
F.	INDICATIONS OF INSPECTION STATUS			
1.	Are inspection stamps or other control devices used and controlled and are they distinctly different from Government and/or Customer inspection identification?	_____	_____	_____
2.	Is the identification and inspection status of each article maintained from the time of receipt of the material until delivery to the customer?	_____	_____	_____
G.	STATISTICAL PROCESS CONTROL			
1.	Do personnel have instructions for performing sampling inspection?	_____	_____	_____
2.	If sampling is authorized by the buyer and used, will sampling plans meet the requirements of Military Standards such as MIL-STD-105, MIL-STD-414 or ANSIASQC Z 1.4?	_____	_____	_____
3.	Is your sampling inspection adjusted on a basis of inspection/test results?	_____	_____	_____
H.	FOREIGN OBJECT DEBRIS (FOD) PROGRAM.			
1.	Is there a documented procedure to ensure work is accomplished in a manner, to prevent foreign objects or material in deliverable items?	_____	_____	_____
2.	Does your documented procedure maintain material handling, parts protection, work area housekeeping, tool accountability, hardware accountability, parts and materials in a manner sufficient to preclude the risk of FOD incidents?	_____	_____	_____

5.0 NOTES AND COMMENTS:

SURVEYOR SIGNATURE _____ DATE _____