



SUPPLIER QUALITY SYSTEM SURVEY

Please complete and return, within 10 days of receipt, to:

Gear Technology
10671 Civic Center Drive
Rancho Cucamonga, CA 91730
Attn: Manager of Quality
PH. # (909)476-0343 FAX: (909)476-0344

GENERAL INFORMATION

Please print legibly in ink or complete and e-mail.

COMPANY NAME: _____
SUBSIDIARY OF: _____
ADDRESS: _____

PHONE: _____
FAX: _____

ORGANIZATION:

QUALITY CONTACT: _____
EMAIL: _____
REPORTS TO: _____
TOTAL EMPLOYEES: _____ **IN ENGINEERING:** _____
IN QUALITY: _____ **IN MANAGEMENT:** _____

FACILITY:

PLANT SIZE (SQ.FT.): _____
LIST OF SERVICES AVAILABLE: _____

LIST AEROSPACE COMPANIES WITH WHICH YOU DO BUSINESS:

SUPPLIER QUALITY REP. SIGNATURE	DATE

Note: If your company is ISO or NADCAP certified, simply return your current certificate and a completed copy of this page (pg. 1) SIGNED to the attention of Gear Technology Manager of Quality.

1. Is a written manual of Quality Control Procedures available and maintained by all inspection personnel ?
Yes: No: Issued to:

2. The quality control system is derived from a Q.C. Specification as follows:
ISO9001 FAA ACSEP
ISO9002 NADCAP
ISO9003 OTHER

3. Do personnel performing quality functions have sufficient, well defined responsibilities, authority and organizational freedom to identify and evaluate quality problems ?
Yes: No: If No, explain:

4. Are resources identified and provided to maintain an adequate level of performance within the supplier's company ? (e.g. Trained personnel for management, for manufacturing, performing internal audits, etc.)
Yes: No: If No, explain:

5. Has a member of the management team been appointed to act as the Management Representative ?
Yes: No: If No, explain:

6. Does the Management Representative have defined authority to ensure the a Quality System is established, implemented and maintained ?
Yes: No: If No, explain:

7. Does the Management Representative report on the effectiveness of the quality system to management and are findings used as a basis for improvement to the quality system ?
Yes: No: If No, explain:

8. Does management perform reviews of the quality system at prescribed intervals to assure effectiveness and suitability ?
Yes: No: If No, explain:

9. Is there a documented procedure for all functions that effect quality ?
Yes: No: If No, explain:

CONTRACT REVIEW

10. Is there a documented procedure that addresses Contract/Purchase Order review ?
Yes: No: If No, explain:

11. Are purchase orders reviewed to identify and make timely provisions for special or unusual requirements ?
Yes: No: If No, explain:

12. Does the procedure cover how P.O. amendments are handled and reviewed ?
Yes: No: If No, explain:

13. Are records of Contract/Purchase Order review maintained ?
Yes: No: If No, explain:

14. Does your facility have a copy of or access to Gear Technology quality clause requirements ?
Yes: No: If No, explain:

DOCUMENT CONTROL

15. Are there written procedures describing Document and Data Control ?

Yes: No: If No, explain:

16. Are the Work Order and Engineering drawing revisions the same as those contracted on the customer purchase order ?

Yes: No: If No, explain:

17. Are the latest applicable engineering drawings, specifications and work instructions available at the time and place of inspection ?

Yes: No: If No, explain:

18. Are obsolete drawings removed from the production/inspection areas ?

Yes: No: If No, explain:

19. Are changes to documents reviewed and approved by the same party that performed the initial review and approval ?

Yes: No: If No, explain:

PURCHASING

20. Do purchasing documents include data that clearly describes the product ordered ? Does it also include (when applicable) the type, grade or other means of identification ?

Yes: No: If No, explain:

21. Are purchase orders reviewed and approved by someone other than the requisitioner prior to issuance ?

Yes: No: If No, explain:

22. Is there a documented procedure to ensure that purchased products conform to specified requirements ?

Yes: No: If No, explain:

23. Are all materials and supplies inspected upon receipt to assure technical conformance ?

Yes: No: If No, explain:

24. Are raw materials inspected for conformance to the applicable physical, chemical and technical requirements using laboratory analysis if necessary ?

Yes: No: If No, explain:

EVALUATION OF SUBCONTRACTORS

25. Are subcontractors selected based on their ability to meet specified requirements ?

Yes: No: If No, explain:

26. Is the extent of control over subcontractors defined and documented ?

Yes: No: If No, explain:

27. Have quality records of approved subcontractors been established and are they maintained ?

Yes: No: If No, explain:

28. Does Gear Technology and/or Governmental Agencies have access to your facility if required ?

Yes: No: If No, explain:

CONTROL OF CUSTOMER SUPPLIED PRODUCT

29. Is there a documented procedure for the control of customer supplied product ?

Yes: No: If No, explain:

30. Is all customer supplied product identified and segregated to prevent loss or damage ?

Yes: No: If No, explain:

31. Is customer notified if loss or damage occurs to the product ?

Yes: No: If No, explain:

PRODUCT IDENTIFICATION AND TRACEABILITY

32. Is there a documented procedure for the identification or product from receipt through delivery ?

Yes: No: If No, explain:

33. Is there a procedure for unique identification for product and/or process ? Are records maintained to satisfy traceability requirements ?

Yes: No: If No, explain:

PROCESS CONTROL

34. Is there sufficient evidence to prove the capability to maintain and perform specialized or complex processes ? (e.g. certifications, authorizations, etc.)

Yes: No: If No, explain:

35. Is the processing environment controlled ?

Yes: No: If No, explain:

WORK INSTRUCTIONS

36. Are there detailed work instructions used for all operations that affect quality ?

Yes: No: If No, explain:

37. Is product being produced as procedured in engineering drawings, work orders or process traveler ?

Yes: No: If No, explain:

38. Are there procedures for adequate maintenance of equipment to assure continued manufacturing capabilities ?

Yes: No: If No, explain:

TOOLING

39. Are tooling procedures maintained for all production and inspection tooling that are utilized for processing and inspection ?

Yes: No: If No, explain:

40. Does the procedure cover:

A) The verification of tooling design and inspection	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
B) That tooling is released only after first piece or article inspection has performed and found to be adequate	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
C) That tooling is re-verified periodically to assure accuracy	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

D) Storage requirements of tooling not in use includes periodic checks of condition and preservation

Yes:

No:

INSPECTION AND TESTING

41. Are the documented procedures established for inspection and testing functions to assure product conformance to specifications ?

Yes:

No:

If No, explain:

42. Has criteria for approval or rejection been established for all product inspection, for monitoring of methods, equipment and tooling ?

Yes:

No:

If No, explain:

43. Is there a procedure for receiving inspection requirements ?

Yes:

No:

If No, explain:

44. Does the procedure state that incoming product is not used until it has been inspected and approved except when released for "urgent" production use ?

Yes:

No:

If No, explain:

45. If product is released for "urgent" use, is there a means of positive identification and traceability if a recall is necessary ?

Yes:

No:

If No, explain:

46. Are completed items given a Final inspection ?

Yes:

No:

If No, explain:

47. Are re-inspections and re-tests performed on all items that have been reworked, repaired or modified after initial product testing ?

Yes:

No:

If No, explain:

48. Are records of these inspections maintained ?

Yes:

No:

If No, explain:

49. Do these records indicate if the product passed or failed the inspection ?

Yes:

No:

If No, explain:

50. Are these records available for review ?

Yes:

No:

If No, explain:

51. When measuring equipment is used for acceptance purposes is the equipment calibrated prior to use ?

Yes:

No:

If No, explain:

52. Is there a documented procedure to control, calibrate and maintain inspection measuring and test equipment ?

Yes:

No:

If No, explain:

53. Are calibration records maintained ?

Yes:

No:

If No, explain:

54. Are test and measuring equipment properly stored and maintained ?

Yes: No: If No, explain:

55. Are the measurement standards certified and traceable to current government standards ?

Yes: No: If No, explain:

56. Does the equipment control system prevent the use of inaccurate equipment and provide for prompt removal, repair or replacement ?

Yes: No: If No, explain:

57. Is the equipment that is out of tolerance or past due for calibration identified and segregated to prevent use ?

Yes: No: If No, explain:

58. Are inspection stamps (or other control devices) used and distinctly identified different from government and/or customer source inspection stamps or controls ?

Yes: No: If No, explain:

CONTROL OF NONCONFORMING PRODUCT

59. Are there procedures for the control of nonconforming products and/or materials ?

Yes: No: If No, explain:

60. Are there controls established to prevent the use of nonconforming materials ?

Yes: No: If No, explain:

61. Are discrepant product/materials promptly and adequately evidenced, identified and separated from normal work operations ?

Yes: No: If No, explain:

62. Are there adequate holding areas available and are they used ?

Yes: No: If No, explain:

CORRECTIVE ACTIONS

63. Is there a documented corrective system and does it extend to purchased items ?

Yes: No: If No, explain:

64. Is product examination conducted on scrap and rework to determine the extent of the defects ?

Yes: No: If No, explain:

65. Is the effectiveness of corrective actions reviewed ?

Yes: No: If No, explain:

HANDLING, STORAGE, PRESERVATION AND DELIVERY

66. Are there adequate work and inspection instructions for the handling, storage and delivery of the product ?

Yes: No: If No, explain:

CONTROL OF QUALITY RECORDS

67. Has a procedure been established for the identification, collection, indexing, access, filing, storage, maintenance and disposition of quality records ?

Yes: No: If No, explain:

68. Are records retained in accordance with prescribed procedures and/or customer requirements ?

Yes: No: If No, explain:

69. Are current, complete and accurate records maintained for all quality activities ?

Yes: No: If No, explain:

INTERNAL AUDITING

70. Is there a documented procedure for an Internal Auditing system ?

Yes: No: If No, explain:

71. Are internal audits being conducted ?

Yes: No: If No, explain:

72. Are internal audits being performed by an auditor that is independent from the area being audited ?

Yes: No: If No, explain:

TRAINING

73. Does your company offer training or classes in a related field to employees performing significant job functions ?

Yes: No: If No, explain:

74. Is there a procedure to identify employee needs ?

Yes: No: If No, explain:

75. Are records of operator and inspector training maintained ?

Yes: No: If No, explain:

SERVICING

76. Does your facility perform any servicing operations ?

Yes: No:

77. If Yes, is there a documented procedure pertaining to performing, verifying and reporting that the service meets requirements ?

N/A

STATISTICAL TECHNIQUES

78. Is SPC charting part of normal process procedures ?

Yes: No:

79. Are SPC Control charts used to verify process capabilities ?

Yes: No: If No, explain:

Report type: Initial Survey Re-Survey

Vendor Quality System Report Review (to be completed by Gear Technology)

Criteria for approving Machining Suppliers below:

Machining suppliers: OD/ID Grind, Lathe/Milling, Broach, Swagging, Jig Grinding, Threading, EDM, Honing, etc.

The supplier shall have a minimum the following requirements checked off:

Items: 1, 32, 33, 41, 46, 47, 48, 49, 51, 53, 55, 61, 66, 68,

Criteria for approving Processing Suppliers below:

Processors such as: Plating /Coating, Heat Treat, NDT, etc.

These suppliers can complete the header info and attach their NADCAP or 3rd Party ISO/AS9100 Certification or GT can verify certification through their Web site or

Some suppliers are required per customer PO.

Approved Date: Dis Approved

Gear Technology Representative	Title	Date

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