



# SUPPLIER QUALITY ASSURANCE SURVEY

**Dear Supplier:**

This survey must be completed and returned for SAIC to initiate or to continue conducting business with your firm. Please follow the instructions listed below and return it within ten working days. Submittal of an incomplete survey will cause delay in its evaluation. Non-submittals will result in your firm's placement on SAIC's inactive vendor list.

When completing the survey, the following apply:

- 1) All questions must be answered in sufficient detail to permit SAIC to evaluate the capability of furnishing the required supplies or services; add sheets as necessary.
- 2) Enter an "X" in the appropriate column. If comments are needed, enter "C" in appropriate column. Add comments on the last page. Reference the section and question in the space provided.
- 3) The report must be signed by the Supplier's Quality Assurance principal or a more senior officer of the company.
- 4) If more than one Supplier facility is to be utilized in the performance of this contract, please submit a separate survey for each facility.
- 5) Supplier responses to this survey are subject to on-site audit by SAIC Quality Assurance personnel.
- 6) Please include copies of the following (when applicable):
  - a. FAA Air Agency Certificate,
  - b. FAA Repair Station Operations Certificate,
  - c. Parts Manufacturing Approvals (PMAs)
  - d. Quality system registrations (ISO 9000 registration and others)
  - e. Calibration certifications
  - f. Special process certification(s)
  - g. OEM/Prime certifications
- 7) QPL/QML approvals
- 8) QSL approvals

Please direct your reply and any inquiries to:

**Verbin Hayes Jr, Quality Manager, Industrial Prime Vendor (IPV) Programs**  
**Science Applications International Corporation (SAIC)**  
**HQ - 230 Margie Drive, Warner Robins, GA 31088**  
**Local office – 4031 Colonel Glenn Hwy, Beavercreek, OH 45431**  
[verbin.hayes.jr@saic.com](mailto:verbin.hayes.jr@saic.com)  
**(937) 431-4417 – voice**  
**(509) 461-2797 – fax**

SUPPLIER NAME:		CAGE:	
ADDRESS:			
CITY:			
STATE:	ZIP:	PHONE:	FAX:
DIVISION OR SUBSIDIARY OF:			
SIC/NAICS:			
NAME:		TITLE:	
SIGNATURE:		DATE:	



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<b>1. Organization &amp; Product Information</b>				
1. List supplies or services to be furnished (by FSC or commodity class – use separate sheet or your own brochure or pamphlet, if necessary)				
2. Primary manufacturing processes/standards/specifications used on a daily basis (example: ASTM A574, ANSI B 18.3, Fed-Std-H28, SAE J429, etc)				
2. Customer Information:				
Main Customers	Sales Percentage			
3. Existing Products		Supplied As A (√) Producer	Distributor	How Long (Years)
Proprietary Designs				
Government Designs				
Civil/Commercial Designs				
<b>2. FACILITIES</b>				
1. Buildings				
a. Type:				
b. Floor area - Current:		Expandable to:		
c. Plant Capacity in Current Operation (%):				
d. Are clean room facilities available within your plant?				
If yes, to what class?		To what specification?		
2. Engineering/Technical Support /Tool Design (Describe briefly, including number of personnel, area):				
3 Key Production, Inspection, Test and Nondestructive Test Certifications and approvals (i.e.: NADCAP) (attach list if necessary):				
4. Facility Security Clearance Held (Level):				
a. Established by:				
b. Date:				
c. Is a security clearance required to visit your plant:				
d. If yes, what level is required:				
5. Special Process - Plating, etc. Certifications and approvals (attach list):				



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3. ORGANIZATION				
1. Head of Quality Assurance:	Title:			
2. Reports To:	Title:			
3. Chief Inspector:	4. Number of Quality Control Personnel:			
5. Number of Inspection Personnel: full-time: _____ part-time: _____	6. Total Number of Personnel Employed:			
7. ISO Registered <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> if YES ISO Standard/Revision: _____				
4. General Requirements		Yes	No	N/A
1. Is a Quality Control Manual available and define key procedures and controlled?				
2. Does the Quality Procedures document system procedure ensure effective planning, operation and control of its processes?				
3. Does the organization ensure that personnel have access to quality management system documentation and are aware of relevant procedures?				
4. Do the Quality Control Procedures include an authorized statement describing assigned responsibilities and delegated authority of the Quality Control organization and organization charts indicating functional relationship to management and other organizational components?				
5. The Quality Control System complies with (Check applicable):				
MIL-Q-9858A <input type="checkbox"/>	MIL-STD-1520 <input type="checkbox"/>	ISO9000 Series <input type="checkbox"/>	NHB 5300.4 <input type="checkbox"/>	
MIL-I-45208A <input type="checkbox"/>	MIL-STD-1535 <input type="checkbox"/>	QS 9000 Series <input type="checkbox"/>	FAR Part 21 <input type="checkbox"/>	
FAR Part 145 <input type="checkbox"/>	Other (specify) _____		AS 9000 Series <input type="checkbox"/>	
6. Government (Surveillance) (Source) Inspection by:				
7. <input type="checkbox"/> Itinerant <input type="checkbox"/> Resident <input type="checkbox"/> None Specify Agency: _____				
8. Statistical sampling procedures, if used, are based on:				
<input type="checkbox"/> MIL-STD-105E <input type="checkbox"/> ANSI Z1.4:1993 <input type="checkbox"/> ANSI Z1.9:1993 <input type="checkbox"/> MIL-STD-414				
<input type="checkbox"/> ISO 2859 (1, 2, 3, or 4?)				

5. PROCUREMENT CONTROL		Yes	No	N/A
1. Are SAIC quality and other applicable requirements communicated, documented and flowed to appropriate functional organizational areas?				
2. Are procedures in-place to confirm product procured for SAIC is from sources of supply in accordance with the CTDF or PID as contained in the NSN or TIR and the AMC & AMSC codes complied with?				
3. Are purchase orders reviewed to assure the incorporation of applicable product design and quality requirements?				
4. Does the subcontractor have procedures and process to select, control and maintain approved vendors, including special process?				
5. Is an approved supplier list and performance rating system defined and maintained?				
6. Are applicable and latest revisions of drawings, specifications and changes referenced or included on purchase orders to lower-tier sources?				
7. Are requirements for sub-tier sources referenced or included on purchase orders to lower-tier sources?				
8. Are certified test reports and/or certificates of conformance required for tests performed on purchased material?				
9. Are periodic tests/inspections required and documented to verify accuracy of lower-tier certificates and test reports?				



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10. When specified by the contract, is the customer or cognizant government quality control agency informed of lower-tier sources furnishing supplies that are "not inspectable on receipt"?			
11. Are procedures in-place to review and where necessary define and submit modification to the CTDF/PID as required by SAIC contract?			
<b>6. DESIGN DATA AND CHANGE CONTROL</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are technical data (supplier drawings and specifications, government drawings and specifications, and/or customer drawings and specifications) and revisions to be used for product realization available to production and inspection personnel?			
2. Is the accomplishment of contract changes when required verified by inspection for the affected unit(s) and recorded?			
3. Is a notice of change in characteristics for which supplier has design responsibility to meet SAIC drawings or specifications furnished for approval prior to shipment of affected supplies?			
4. Are units affected by characteristic changes re-identified to reflect the incorporation of approved changes?			
5. Does the company have adequate written procedures governing an Engineering Change Control System?			
6. Are adequate controls in effect to assure production and inspection use applicable engineering drawings, change notices, and specifications at the time and place of production/inspection operation?			
<b>7. MATERIAL CONTROL</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are written procedures in use for the control and issuance of material?			
2. Is purchased material identified to show inspection prior to release to production or stock?			
3. Is purchased material, not yet accepted by Receiving Inspection controlled and procedures in-place to inspect and accept/reject as required?			
4. Are procedures in place to ensure material storage areas are controlled as to prevent unauthorized stocking or removal?			
5. Are materials properly handled and stored to prevent damage, contamination and/or loss?			
6. Is "open" or free issue stock adequately maintained and controlled?			
7. Does Quality Control periodically inspect stockrooms and are records maintained?			
8. Are commercial (uncertified) and military (certified) supplies properly segregated?			
9. Are materials traceable to the chemical/physical analysis, certifications of compliance, test documents, or purchase orders?			
10. Are applicable age control procedures for materials that are subject to deterioration include in-place and include proper identification and marking, instructions for preservation methods, stock rotation, and scheduled re-inspection?			
11. Is raw material (including remnants returned from production) identified for traceability to certifications?			
12. Is lot identity maintained throughout production processes?			
13. When material is issued from stock, is the shop traveler/stock order, etc., identified with the certification of material, test reports or purchase order?			
14. Is inspection status maintained through stores until processing necessarily obliterates its identity?			
<b>8. IN-PROCESS CONTROL</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Do written procedures exist for the in-process control of fabrication and services?			
2. Does this documentation for in-process control include; criteria for acceptance and/or rejection, a record of the measurement results and type of measurement instruments required and instructions for their use?			
3. Are material, and/or supporting documentation, identifiable to the manufacturing and inspection personnel responsible for the operation?			
4. Is product identity maintained throughout the fabrication, manufacturing or processing operation?			

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5. Are in-process items protected and handled in such a manner as to preclude damage or loss?			
6. Is surplus material properly identified, inspected, and promptly returned to stock?			
7. Is nonconforming material promptly identified and segregated?			
8. Is "good housekeeping" maintained in the manufacturing and inspection areas?			
9. Are written test procedures prepared and approved by the customer for items requiring qualification tests?			
10. Are qualification tests, when required approved by customer as applicable and witnessed and verified by quality control personnel?			
11. Are records of qualification tests maintained including date and results of tests?			
<b>9. FINAL INSPECTION AND TEST</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are procedures and processes present to define applicable final inspection, acceptance and/or tests and acceptance parameters?			
2. Are acceptance and test procedures reviewed for adequacy to assure contractual compliance, product configuration and latest engineering/configuration requirements?			
3. Do acceptance and test procedures reflect the approved test equipment required to perform acceptance tests?			
4. Are records of inspection and test data maintained and record the operator and/or inspector?			
5. Do these records reflect actual measurement values obtained during inspection and testing when required?			
6. Do test procedures provide for the reporting of failures and action to be taken?			
7. Do test procedures require re-test of all affected areas after rework?			
8. Are products properly protected and handled to prevent damage?			
9. Does the supplier maintain "good housekeeping" practices in the final acceptance and test area?			
<b>10. SAMPLING INSPECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are sampling inspection procedures designed to conform to MIL-STD-105, MIL-STD-414, or other statistically correct sampling plans? State which specification is used for guide: Specification _____			
2. Do inspection personnel have instructions covering sampling inspection?			
3. Do inspection records show lot size, sample size, and lot identity?			
4. Do instructions provide for tightened or reduced inspection when results warrant?			
5. Are control charts maintained and used to indicate product performance?			
6. Are process averages maintained?			
7. Are control charts used to reduce inspection?			
8. Is material condition verified upon receipt and reported to SAIC if different than agreed to in PO and subcontract?			
<b>11. NONCONFORMING MATERIAL CONTROL</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the subcontractor ensure that product which does not conform to requirements is identified and controlled to prevent its unintended use or delivery?			
2. Are the controls and responsibilities and authorities for dealing with nonconforming product defined in a documented procedure and process?			
3. Does the documented procedure define the responsibility for review and authority for the disposition of nonconforming product and the process for approving personnel making these decisions?			
4. Does the subcontractor handle nonconforming product in one or more of the following ways: a. Taking actions to eliminate the detected nonconformance b. Authorizing its use, release or acceptance under approved methods of a relevant authority or customer. c. Taking action to preclude usage until disposition is determined and documented			



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5. Are dispositions limited to: a. Scrap b. Rejection for return to supplier c. Rejection for revalidation by the manufacturer d. Submittal to design authority and customer for "USE AS IS" disposition. NOTE: A subcontractor/distributor has no authority to rework or repair product.			
6. Is product dispositioned for scrap conspicuously and permanently marked or positively controlled until physically rendered unusable?			
7. Are records of the nature of nonconformities and any subsequent actions taken, including concessions obtained maintained?			
8. When nonconforming product is detected after delivery or use has started does the subcontractor take action to notify and inform the customer of potential effects and actions to be taken?			
9. Does notification include a clear description of the nonconformity, which includes as necessary, parts affected, customer and/or government part numbers, quantity and date(s) delivered?			
10. Is government-furnished property that is found nonconforming reported to the cognizant military representative?			

### 12. CORRECTIVE ACTION

**Y          N          N/A**

1. Does the supplier maintain a corrective action system?			
2. Are defective products and related data analyzed to determine cause and extent of discrepant condition?			
3. Is inspection data collected and analyzed to establish quality levels in processes and work performance?			
4. Is corrective action initiated when an unsatisfactory trend is indicated?			
5. Are corrective action requests issued to a supplier when a quality problem exists on procured material?			
6. Is corrective action required within a prescribed time limit?			
7. Does the company maintain a follow-up system of control on corrective action?			
8. Is corrective action defined as action taken to prevent recurrence and not merely a repair/rework function?			

### 13. INSPECTION

**Yes          No          N/A**

The following elements apply to inspections performed from the receipt of incoming material to the final acceptance prior to delivery including fabrication, assembly, and packaging inspection.			
1. Do checklists for incoming material furnished to Receiving Inspection reflect the degree and extent of inspection to be performed?			
2. Are shop travelers, operation sheets and/or inspection instructions furnished to indicate inspection operations performed during manufacturing processes?			
3. Is final inspection conducted on all characteristics not previously accepted?			
4. Are statistical quality control procedures employed for characteristics not 100% inspected?			
5. When Statistical Quality Control is used do procedures describe the method of sample selection and acceptance criteria?			
6. Is material that is subject to deterioration periodically re-inspected?			
7. Are personnel and equipment for special processes approved and/or certified?			
8. Is periodic training and re-training of inspection personnel performed?			

### 14. INSPECTION STATUS

**Yes          No          N/A**

1. Do written procedures describe the method of indicating inspection status (stamps, tags, labels, etc.)?			
2. Is the control of issue and use of identification devices under the jurisdiction of authorized quality control personnel?			
3. Are parts and assemblies identified to indicate the extent of in-process inspection status?			
4. Is material identified for rework or repair to an approved variation?			



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5. Is material that is finally accepted show evidence of inspection acceptance and is identifiable to the supplier?			
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15. DOCUMENT AND RECORD CONTROLS	Yes	No	N/A
1. Are the documents required by the quality management system controlled?			
2. Has a documented procedure been established to define the controls needed to:			
a. Approve documents prior to use?			
b. Review and update as necessary and re-approve?			
c. Ensure that changes and current revision status of documents are identified?			
d. Ensure that relevant versions of applicable documents are available at points of use?			
e. Ensure that documents of external origin are identified and their distribution controlled?			
f. Prevent the unintended use of obsolete documents.			
3. Are records included where applicable:			
a. Manufacturer, distributor, test and inspection reports			
b. Original certificates of conformity (manufacturer, vendor/distributor, special process)			
c. Lot traceability records			
4. Are records of product origin, conformity and shipment maintained for a minimum of seven years or as required by contract?			
5. Are records available for review by customers and applicable government agencies in accordance with contract or regulatory requirements?			
16. MEASURING/TOOLING AND TESTING EQUIPMENT	Yes	No	N/A
1. Does the subcontractor determine the monitoring and measurement to be undertaken and the applicable measuring devices needed to provide evidence of product conformity to requirements?			
2. Are procedures in effect which describe the method calibration including details of equipment type, unique identification, location, frequency of checks, check method and acceptance criteria?			
3. Does the system adequately provide for mandatory recall of all calibrated/inspected tools, gages, and test equipment?			
4. Are controls in effect to prevent production items from being used as a gage or test equipment without being proved for accuracy at established intervals?			
5. Is adequate measuring equipment available to inspection for verifying the conformance of applicable supplies and services?			
6. Is new and re-worked equipment calibrated before use?			
7. Is measuring and test equipment marked to designate certification and when the next calibration is due?			
8. Are master gauges and standards certified as to accuracy?			
9. Are master gauges and standards traceable to the National Institute of Standards and Technologies (NIST)?			
10. Are the services of an outside organization used for the above certifications? (If answer is yes, attach a list of sources used.)			
11. Are adequate facilities used for transportation, storage and calibration of all tools, gages and test equipment?			
12. Does calibration system provide for user notification when out of tolerance conditions are discovered?			
13. Is equipment stored so as to prevent damage or loss of calibration when not in use?			
14. Is employees' personal equipment controlled to the same degree as company-owned equipment?			
17. ELECTROSTATIC DISCHARGE (ESD)	Yes	No	N/A
1. Do written procedures describe the ESD Control Program?			
2. Are affected personnel instructed in the requirements of ESD control?			



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3.	Do manufacturing documents include specific instructions for ESD control?			
4.	Are ESD workstations utilized during all phases of ESD sensitive component manufacture and handling?			
5.	Do packaging/shipping personnel utilize proper procedures and materials in the handling/packaging of ESD sensitive components?			

<b>18. PACKAGING/SHIPPING</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Are adequate written instructions covering packaging, packing, identification and shipping utilized by Shipping and/or Inspection personnel?			
2.	Are facilities available to furnish packaging, which meet customer/government specifications?			
3.	Are customer PO packaging, shipping and marking requirements incorporated by written instructions?			
4.	Are processes used to verify shipping requirements and documentation to be enclosed in the shipment conform to contract or regulatory requirements as applicable?			
5.	Do packing and shipping records reflect the individuals performing and inspecting the shipping operations?			
6.	Are adequate storage facilities available and in use to safeguard the quality of the product between final acceptance and shipping?			
7.	Do the supplier's shipping documents list or reference sources of:			
	a. Supplier name, date of shipment, customer and supplier identification number and nomenclature of the item and PO			
	b. Applicable customer and supplier engineering drawing number, including latest revision and NSN			
	c. Serial and lot number, when applicable			
	d. Report of or reference to applicable material review action(s)			
	e. list of authorized shortage items including identity of the customer authorizing document			
<b>19. HOUSEKEEPING/SAFETY</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Are work areas and storage areas clean and free from dirt, refuse, and other articles, which could contaminate or damage acceptable material?			
2.	Are facilities equipped with automatic sprinklers?			
3.	Do facilities have well marked fire protection systems, such as, extinguishers, hose racks, etc.			
4.	Do you have a fire and safety program for disaster prevention?			

1. Subcontractor Organization & Work Address			
Company Name:		Tele Number	
Subsidiary of:		FAX Number	
Assessed Site(s): Address(s)		email	
		Quality Manager representative & Title:	
CAGE CODE			
Product Types:			
2. ISO Registration			
<input type="checkbox"/> ISO registered		Registrar Name:	
<input type="checkbox"/> ISO Standard/Revision		Expiration Date (if applicable):	
<input type="checkbox"/> Aerospace Standard/Revision			
3. Assessment Team			
Lead Assessor:			
Other Assessor Team Members:			
4. Assessment Dates:			
5. Assessment Scope:		6. Assessment Type	
Total Facility <input type="checkbox"/>		Initial Assessment <input type="checkbox"/>	
Partial Facility <input type="checkbox"/>		RE-Assessment <input type="checkbox"/>	
Other <input type="checkbox"/>			
7. Assessment Disposition		8. Authority/Assessor	
Conforming <input type="checkbox"/>		Assessor Name:	
Conforming w/minor Corrective Action <input type="checkbox"/>		Assessor Signature & Date:	
Non-Conforming with Major Corrective actions <input type="checkbox"/>			
9. ASSESSMENT CONCLUSIONS/COMMENTS:			

ASSESSMENT RESULT SUMMARY						
Organization/Subcontractor:						
Elements	RESULT				Observation/Corrective Action Request Number (Ma/Mi)	Subcontractor Quality Manual Cross-Ref Matrix
	S	Ma	Mi	N/A		
4. General Requirements						
5. Procurement Control						
6. design Data and Change Control						
7. Material Control						
8. In-Process Control						
9. Final Inspection						
10. Sampling Inspection						
11. Nonconformance material Control						
12. Corrective Action						
13. Inspection						
14. Inspection status						
15. Document and Record Controls						
16. Measuring/Tolling and Test Equipment						
17. Electrostatic Discharge (ESD)						
18. Packaging / Shipping						
19. Housekeeping/Safety						

# SUPPLIER CORRECTIVE ACTION REQUEST (S.C.A.R)



<b>Subcontractor/organization</b>		<b>QSR Report Number:</b>	
<b>Site:</b>		<b>Date:</b>	
<b>Referenced SAIC Element</b>		<b>Major (Ma) / Minor (Mi)</b>	
<b>Non-Conformance description</b>			
<b>Assessor Name</b>		<b>Assessor Signature</b>	
Assessed subcontractor to complete the Corrective Action Request with root cause analysis, corrective action and planned completion date of corrective action and return to SAIC by due date:			<b>DUE DATE:</b>
<b>Root Cause:</b>			
<b>Corrective Action</b>			
<b>Representative Name:</b>		<b>Signature:</b>	
<b>Verification of the implementation of the completed Corrective Action by SAIC or SAIC Representative:</b>			
<b>Name/Organization</b>		<b>Signature/Date:</b>	
<b>Verification of the implementation of the completed Corrective Action by SAIC or representative</b>			
<b>Name/Organization</b>		<b>Signature/Date:</b>	