



2205 E L Anderson Blvd  
Claremore, OK 74017

Phone 918-800-1930  
www.mstmfg.com

## Supplier Survey

### General Information:

Supplier Name:	_____	Phone:	_____
Address:	_____	Fax:	_____
City, State, Zip:	_____	E-mail:	_____

### Type of Supplier:

*(Please check all that apply)*

Manufacturer	Distributor	Machining	Special Processing
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### Contact Information:

Sales Contact (name):	_____	Main Phone / Email	_____
Quality Contact (name):	_____		_____
Accounting Contact (name):	_____		_____

<b>Quality System Certificates:</b>	AS 9100	ISO 9001	NADCAP
ISO 17025	AS 9120	OTHER	

Is your company approved for any of the following?

Nordam	Boeing	Gulfstream	Sikorsky	Other
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Please check the appropriate box(es) and submit a copy of each certificate as indicated above. If you have a current and approved system, you do not have to complete sections A and B of this survey.

### Remit Information to:

When completed, please remit all applicable information to Kenenth Statton. Email address: kstatton@mstmfg.com. Please contact Kenny at 918-808-7004 or 918-800-1931 with any questions. Thank you in advance for assistacne.



**A. QUALITY CONTROL PROGRAM - GENERAL**

Comments (Explanations)

1.	Is there an established quality program? Please describe in comments and attached copy of cert with completed form.	YES	NO	N/A	
2.	Are procedures documented? Are they subject to periodic inspections or review (i.e., Internal Audits)	YES	NO	N/A	
3.	Are tools used for inspection and processing calibrated to assure effective monitoring and measurement of production?	YES	NO	N/A	
4.	Are production processes validated to verify and assure that quality acceptance criteria are met?	YES	NO	N/A	
5.	Is there a documented procedure for corrective action?	YES	NO	N/A	
6.	Are non-conforming materials/parts identified or quarantined to prohibit their use? And, is there a process for effective disposition and, where applicable, corrective / preventive action?	YES	NO	N/A	
7.	Are there effective systems in place not only for corrective / preventive action, but also for continual improvement?	YES	NO	N/A	
8.	If required, can you provide documentation for material conformance to applicable specifications (e.g., material certifications, quality certificates of conformance / compliance, MSDS)?	YES	NO	N/A	

9.	If documentation for material conformance is provided, do you maintain a master copy (either hard copy or intellectual) on file as a quality record?	YES	NO	N/A	
10.	How long are quality records maintained?	Years	_____		
11.	Is there a system in place to review, promptly resolve, and take corrective / preventive action for customer complaints?	YES	NO	N/A	

**B. MATERIAL - STORAGE**

1.	Are all materials stored to prevent contamination or unwanted lot mixing?	YES	NO	N/A	
2.	Are materials properly identified to ensure traceability to certification documents?	YES	NO	N/A	
3.	Is there an active shelf life program?	YES	NO	N/A	
4.	Is there a segregated area for non-conforming materials or parts? (i.e., MRB)	YES	NO	N/A	
5.	Does the system assure that parts or materials conform to the customer PO requirements and that all deviations are disclosed to the customer and approved by the customer prior to shipment?	YES	NO	N/A	

Survey Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Approved by (MST): \_\_\_\_\_ Date: \_\_\_\_\_