Supplier Evaluation Checklist _Distributor

Company Name:	Prepared by:
Address:	Phone:
City: State: Zip:	Fax:

Key Company Personnel:	Name	Title	Phone	Email
Management				
Quality				
Supply Chain				
Sales				
RFQ Email				
PO Email				
Company Ref Information	**Number**	**Issue Date**	**Expire Date**	**Cert Attached Y/N**
Dun & Brads #				
SAM Unique Entity ID				
CAGE Code #				
NACIS #/SIC#				
MBE Certification				

Number of Employees:

				Is your system certified:	Yes	No	Expiration Date
Warehousing		Sales		ISO 9001			
Inspection		Quality		AS9100			
Other		Total		QS-9000			
				ISO/IEC 17025			
				FAA or EASA Certified Repair Station			
Major Equipment List (provide copy) Top industries you provide material or services				Any OEM Prime Customers, Government Agency or Third-Party approvals?			
1.	2.	3.	4.	If so, please - **Attach Copies of Certifications and Registrations, and provide updated copies once expired.**			

Question (only answer applicable questions) N/A others	Yes	No	NA	Comments
1. Is there an up-to-date Quality Manual?				
2. Are there Quality Procedures/Work Instructions?				
3. Is there a planning process for each order?				
4. Are all personnel involved are aware of the procedures?				
5. Do customers have access to quality management system documentation?				
6. Does your company have the capability to submit data electronically to Dzyne Technologies?				
7. Does your company have the capability to receive data electronically?				
8. Are records documented and filed for future reference?				
9. Are records available for review by customers?				
10. Is each change to an order reviewed?				
11. Will the customer/representative be able to perform inspection at the premise(s)?				
12. Does production documentation / Order contain the following:				
A. Drawings, parts list, process flow charts, etc.				
B. Quality Control checks or check list? Or MFG certifications				
13. Are there changes that affect processes, production equipment, tools and programs documented?				
14. Are production equipment, tools and programs validated prior to use?				
15. Are there procedures requiring the production equipment, tools and programs to be inspected periodically?				
16. Is there an up-to-date list of Measuring & Test Equipment tools and their calibration history?				
17. Is there an up-to-date calibration tag attached to each M&TE tool?				
18. Are First Article inspections completed prior to production to validate the design data/specification?				
19. Is there a process for controlling acceptance authority media, e.g., stamps, electronic signatures, etc.				
20. Is there a plan for conducting internal quality audits and is it implemented?				
21. Is an audit report submitted for each audit, including required corrective actions?				
22. Is there follow-up on open corrective actions?				
23. Is there a mechanism for handling nonconforming product?				
24. Is there action initiated to prevent recurrence of problems/failures?				
25. Is there a process for identifying counterfeit parts and conflict material?				
26. If there is recall on nonconforming product that has already been shipped, will the customer be notified?				
27. Will customer be provided with tracking number once product has been shipped?				
28. Will there be a notification of status update when product is behind schedule?				
29. Have you accepted purchase orders or contracts from a Government Contractor?				
30. Do you have a government approved accounting system?				
31. Do you have a government approved purchasing system?				
32. Have you performed work under any FAR or DFARS contract? FFP CPFF T&M				

Buyer Name Reviewed: _____   Date: _____

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