





TITLE: <b>Supplier Evaluation</b>		
DOCUMENT #:	1001147	REV #: L
DOCUMENT CLASS: <b>K-PURCH FRM</b>		
RESPONSIBLE DEPT: <b>Purchasing</b>	REF. QMS 7.4.1	

**Organizational Structure (please include name and email address):**

President \_\_\_\_\_  
 Vice President (Operations) \_\_\_\_\_  
 Quality Manager \_\_\_\_\_  
 Engineering Manager \_\_\_\_\_  
 Manufacturing Manager \_\_\_\_\_  
 Materials Manager \_\_\_\_\_  
 Who is your primary contact person for K&L Microwave? \_\_\_\_\_

**Customers:**

List Your Top Five Customers:

Name	% of Your Business
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

What is your Total Annual Sales? \_\_\_\_\_

What per cent of your business is: \_\_\_\_\_ Military? \_\_\_\_\_ Commercial?

Are you currently shipping products to K&L Microwave? \_\_\_\_\_

Do you have International customers? \_\_\_\_\_ (yes or no) If so, in what countries? \_\_\_\_\_

Are you currently involved in any litigation or pending lawsuits? \_\_\_\_\_ (yes or no)  
 If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Does your company fall under any of the categories listed below?**

	YES	NO
Small Business Concern		
Small Disadvantaged Business Concern		
Veteran-owned Small Business		
Service-Disabled Veteran-owned Small Business		
Women-owned Small Business Concern		
Minority Owned Small Business Concern		
HUB Zone		

If you are considered a "Large Business Concern", do you have a "Small Business Plan"? \_\_\_\_\_



TITLE: <b>Supplier Evaluation</b>		
DOCUMENT #:	1001147	REV #: L
DOCUMENT CLASS: <b>K-PURCH FRM</b>		
RESPONSIBLE DEPT: <b>Purchasing</b>	REF. QMS <b>7.4.1</b>	

**Quality:**

Do you have a documented **QMS** (Quality Management System)? \_\_\_\_\_

Is your **QMS** certified to ISO9001: 2000 or AS9100? \_\_\_\_\_

**Please attach or forward a copy of your registration certificate (s).**

Original registration date (s): \_\_\_\_\_

Who does the Quality Manager report to? \_\_\_\_\_

Describe your continuous improvement program including specific uses of SPC techniques? \_\_\_\_\_

Can you accommodate the exchange of information Electronically (i.e. CAD/CAM)? \_\_\_\_\_

What kind of data/software do you support? \_\_\_\_\_

**Manufacturing:**

What is your On-time delivery to your customers (on average)? \_\_\_\_\_

What is current capacity % \_\_\_\_\_ How many shifts? \_\_\_\_\_

What is your yield at Final Inspection? \_\_\_\_\_

What is your First Pass yield? \_\_\_\_\_

What are your lead-times (on average)? \_\_\_\_\_ Are your lead-times stable? \_\_\_\_\_

If a schedule change is required, how many advance workdays notice do you need? \_\_\_\_\_

Can you facilitate warehousing of finished products until it is needed in our facility? \_\_\_\_\_

Have your costs increased or decreased over the past two years? \_\_\_\_\_ By how much? \_\_\_\_\_

How often do you recommend cost saving techniques to your customers?

**Frequently** \_\_\_\_\_ **Rarely** \_\_\_\_\_ **Never** \_\_\_\_\_ **Other** \_\_\_\_\_

Do you use an **MRP** system to manage parts? \_\_\_\_\_

Do you utilize sub-contractors or outsource any of your work? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

What is the primary or key technology incorporated in your products? \_\_\_\_\_

Is your technology proprietary? \_\_\_\_\_



TITLE: <b>Supplier Evaluation</b>		
DOCUMENT #:	1001147	REV #: L
DOCUMENT CLASS: <b>K-PURCH FRM</b>		
RESPONSIBLE DEPT: <b>Purchasing</b>	REF. QMS 7.4.1	

**Environmental:**

Do you have an Environmental Management System (EMS)? \_\_\_\_\_ Is your EMS certified to ISO14001: 2000? \_\_\_\_\_ **Please attach or forward a copy of your registration certificate.**

Do you have an environmental policy? \_\_\_\_\_ If so, **please attach or forward a copy of your policy**

Have you identified your significant environmental aspects (i.e. activities, products, or services that may impact the environment)? \_\_\_\_\_

Does your manufacturing facility meet environmental legal requirements? \_\_\_\_\_

Do your products supplied to K&L Microwave meet European ROHS directive? \_\_\_\_\_

\_\_\_\_\_

Do you have any special waste disposal issues? \_\_\_\_\_

**NOTE: FOR THE FOLLOWING SECTIONS, PLEASE PROVIDE DOCUMENT TITLE, NUMBER AND REVISION LEVEL WHERE APPLICABLE.**

**4.2.3 Control of Documents**

1. Does your company/ organization have a Quality Manual that describes the interaction of the processes in the management system? \_\_\_\_\_ Document no. and Rev level \_\_\_\_\_
2. How are documents reviewed and approved prior to issue (i.e. drawings, work instructions, quality manual, documents of external origin, etc.) \_\_\_\_\_
3. How are documents identified as the most current? \_\_\_\_\_
  - a. Is there a master list of documents identifying current status? \_\_\_\_\_
4. How do you ensure that appropriate documents are available at all locations where they are needed? \_\_\_\_\_
5. How are obsolete documents removed from points of use? How are they identified as obsolete? \_\_\_\_\_

**K&L requires all suppliers to maintain Quality records per their QMS certification or if not certified to notify purchasing agent to arrange for the records to be sent to K&L.**



TITLE: <b>Supplier Evaluation</b>		
DOCUMENT #:	1001147	REV #: <b>L</b>
DOCUMENT CLASS: <b>K-PURCH FRM</b>		
RESPONSIBLE DEPT: <b>Purchasing</b>	REF. QMS <b>7.4.1</b>	

**6.2.2 Competence, Awareness, and Training**

1. How are training needs identified for all personnel? \_\_\_\_\_  
\_\_\_\_\_
2. How is required training provided and how are records of it maintained? \_\_\_\_\_  
\_\_\_\_\_

**7.3.4 Design and Development**

1. How do you control and verify the design of your product(s) to ensure that the specified requirements are met? \_\_\_\_\_  
\_\_\_\_\_
2. How are design reviews conducted and how are they documented in accordance with the design plan? \_\_\_\_\_  
\_\_\_\_\_
  - a. What functional departments participate in design reviews? \_\_\_\_\_  
\_\_\_\_\_

**7.4.1 Purchasing**

1. How are incoming purchase orders reviewed either prior to submission of a tender or at acceptance of the order to ensure that your facility has the capability to meet the requirements of the order? \_\_\_\_\_  
\_\_\_\_\_
2. Is there a procedure for ensuring that purchase order changes are correctly communicated within your organization? \_\_\_\_\_ How is the information conveyed? \_\_\_\_\_  
\_\_\_\_\_
3. How do you evaluate suppliers and do you monitor their performance including any specific Quality Assurance requirements? \_\_\_\_\_  
\_\_\_\_\_
4. Do you have a list of approved suppliers? \_\_\_\_\_ Who maintains this list? \_\_\_\_\_
5. How do you review and approve purchasing documents prior to release? \_\_\_\_\_  
\_\_\_\_\_
6. What is your standard turnaround time for quoting? \_\_\_\_\_



TITLE: <b>Supplier Evaluation</b>		
DOCUMENT #:	1001147	REV #: <b>L</b>
DOCUMENT CLASS: <b>K-PURCH FRM</b>		
RESPONSIBLE DEPT: <b>Purchasing</b>	REF. QMS <b>7.4.1</b>	

**7.5.2 Production**

1. Are personnel provided with work instructions and workmanship standards? \_\_\_\_\_ Is it documented? \_\_\_\_\_
2. How is suitable production maintained to ensure continuing process capability? \_\_\_\_\_  
\_\_\_\_\_
3. Are there preventive maintenance procedures in place? \_\_\_\_\_ Are these procedures documented? \_\_\_\_\_
4. How is the inspection and test status of product identified? \_\_\_\_\_  
\_\_\_\_\_
5. How is inspection and test status maintained throughout production, installation, and servicing (where applicable), to ensure that only product that meets the applicable quality requirements is used? \_\_\_\_\_  
\_\_\_\_\_

**8.2.4 Control of Monitoring and Measurement Devices**

1. What documented procedures are in place for the control of inspection, measuring, and test equipment?  
\_\_\_\_\_
2. How is all inspection, measuring, and test equipment that can affect product quality identified, calibrated, and adjusted at prescribed intervals? \_\_\_\_\_  
\_\_\_\_\_
  - a. Is this done internally or externally? \_\_\_\_\_ If externally, by whom? \_\_\_\_\_
  - b. Who is responsible for equipment recall? \_\_\_\_\_
3. What safeguards are in place to ensure that the calibration of inspection, measuring and test equipment and test software remains valid? \_\_\_\_\_  
\_\_\_\_\_

**8.3 Control of Non-conforming Product**

1. How is nonconforming product identified and how is it segregated to prevent unintended use or installation?  
\_\_\_\_\_
2. How are nonconformances documented? \_\_\_\_\_  
\_\_\_\_\_



TITLE: <b>Supplier Evaluation</b>		
DOCUMENT #:	1001147	REV #: <b>L</b>
DOCUMENT CLASS: <b>K-PURCH FRM</b>		
RESPONSIBLE DEPT: <b>Purchasing</b>	REF. QMS <b>7.4.1</b>	

**8.5.2 Corrective Action and 8.5.3 Preventive Action**

1. What system do you have in place for handling customer complaints? \_\_\_\_\_  
\_\_\_\_\_
2. What controls are in place to ensure that corrective action is taken and that it is effective? \_\_\_\_\_  
\_\_\_\_\_
3. What controls are in place to ensure that preventive action is effective? \_\_\_\_\_  
\_\_\_\_\_

**Form Completed by:**

_____	_____
<b>Print name</b>	<b>Title</b>
_____	_____
<b>Signature</b>	<b>Date</b>

**NOTES:**