Dura-Bar®
Continuous Cast Iron Bar Stock
1800 West Lake Shore Drive
Woodstock, Illinois 60098
Ph: (815) 338-7800
Fax: (815) 338-8845

SUPPLIER QUALITY SURVEY

The information in this survey shall be confidential to Dura-Bar® *(A Division of Charter Dura-Bar)* only.

Supplier Name: _____

Division/Subsidiary of: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _(____)_____-_____ Fax: _(____)_____-_____

NOTE: IF YOUR COMPANY IS CERTIFIED BY ISO or another International Quality System, ATTACH A COPY OF YOUR CERTIFICATION. IF YOU ARE ATTACHING A COPY OF YOUR CERTIFICATION, IT IS NOT NECESSARY TO COMPLETE THIS SURVEY.

		Yes	No	N/A
QUALITY MANAGEMENT				
1.	Does Quality management report at the same level as Production, Engineering, and Purchasing management?	☐	☐	☐
2.	Does Quality management review and evaluate the quality system on a scheduled basis? If 'yes', what is the frequency? _____	☐	☐	☐
3.	Does management offer training programs on the quality system?	☐	☐	☐
4.	Does your company have a quality policy?	☐	☐	☐
QUALITY SYSTEM				
5.	Is there a formal quality system or plan in place?	☐	☐	☐
6.	Is the quality system or plan approved and supported by top management?	☐	☐	☐
7.	Is there a quality manual that defines the quality system, and is it distributed to all affected management personnel?	☐	☐	☐
8.	Is a procedure in place to distribute revisions and destroy obsolete copies of the quality manual in order to keep it current? If yes, what is the title of the individual responsible for the integrity of the system? _____	☐	☐	☐
ORDER REVIEW				
9.	Are customer inquiries and orders reviewed by necessary departments to ensure they are adequately defined and understood prior to finalizing the inquiry or order?	☐	☐	☐
10.	Are customer specifications and requirements reviewed to assure capability of compliance?	☐	☐	☐
11.	Are differences and deviations of customer requirements resolved prior to processing orders?	☐	☐	☐

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12.	Are deviations of customer requirements approved in writing by the customer prior to processing the order?	☐	☐	☐

DESIGN CHANGE AND DOCUMENTATION CONTROL

13.	Is a system in place to control drawing and specification changes to assure products are produced according to latest revision levels?	☐	☐	☐
14.	Are the responsibilities for document issue and change control clearly defined?	☐	☐	☐
15.	Are replaced or superseded documents promptly removed from all points of issue and/or use?	☐	☐	☐
16.	Does the system prohibit use of marked-up, obsolete, unauthorized drawings and specifications? If no, explain.	☐	☐	☐
17.	Are procedures in place to change work instructions as a result of drawing and design changes?	☐	☐	☐

CONTROLS OF PURCHASED MATERIAL

18.	Are purchase orders reviewed and approved for adequacy of specified requirements prior to release?	☐	☐	☐
19.	Are incoming materials inspected or pre-qualified prior to use in accordance with the quality plan or documented procedure?	☐	☐	☐
20.	Is a system in place to assure suppliers have the latest drawings and specifications?	☐	☐	☐
21.	Is there a supplier qualification program in place to purchase from only qualified suppliers? If no, what criteria is used to purchase from a non-qualified supplier? _____	☐	☐	☐
22.	Are suppliers selected from an approved supplier list?	☐	☐	☐

PRODUCT TRACEABILITY AND IDENTIFICATION

23.	When required by the customer, can your organization maintain material identification and traceability throughout the production process?	☐	☐	☐

PROCESS CONTROLS

24.	Are process control instructions in place defining the responsibility, inspection and data collection required for the processes?	☐	☐	☐
25.	Are in-process materials monitored for conformance to requirements prior to proceeding to subsequent operations?	☐	☐	☐
26.	Are operators responsible for inspection of the process?	☐	☐	☐
27.	Is measuring and test equipment, when applicable, specified and used at process control points?	☐	☐	☐

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28.	When special processes exist, are controls in place for continuous monitoring of the process to assure compliance with specified requirements?	☐	☐	☐

INSPECTION, TESTING AND TEST STATUS

29.	Are finished products submitted for final inspection, test and audit in accordance with the quality plan and/or documented procedures?	☐	☐	☐
30.	Is product acceptance status identified for material passing final inspection, test, and audit to assure only acceptable product is used or shipped?	☐	☐	☐

INSPECTION, MEASURING AND TEST EQUIPMENT

31.	Is there a written and documented gage control and calibration program in place?	☐	☐	☐
32.	Are measurement instruments calibrated on a scheduled basis for accuracy to national standards?	☐	☐	☐
33.	Is inspection, measuring and test equipment, including personally owned equipment, under the gage calibration program?	☐	☐	☐
34.	Are defective inspection instruments removed from use until they are repaired and/or recalibrated?	☐	☐	☐
35.	Are products that are inspected/tested with defective gaging instruments, re-inspected and tested?	☐	☐	☐
36.	Is there a procedure in place for recall of product found to have been inspected/tested with defective gaging instruments?	☐	☐	☐
37.	Are master gages calibrated at scheduled intervals to secondary standards traceable to NBS, NIST or the equivalent?	☐	☐	☐

CONTROL OF NONCONFORMING PRODUCT AND CORRECTIVE ACTION

38.	Is nonconforming material identified as such?	☐	☐	☐
39.	Is nonconforming material held in a specific area until disposition can be made?	☐	☐	☐
40.	Is there a corrective action system for resolving internal and external problems?	☐	☐	☐
41.	When nonconforming material is found, are procedures in place to investigate the root cause of the nonconformance and implement the necessary corrective action required to prevent recurrence?	☐	☐	☐
42.	Are evaluations of corrective actions analyzed to determine their effectiveness?	☐	☐	☐

PACKAGING AND STORAGE

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43.	Are materials adequately packaged to prevent damage during handling, storage, and shipping?	☐	☐	☐
44.	When special packaging is required, are there procedures in place to assure special packaging requirements are adhered to?	☐	☐	☐
45.	Is a system in place to identify limited shelf life items and remove them from storage when the shelf life has been exceeded?	☐	☐	☐

QUALITY RECORDS

46.	Are procedures in place for identifying, collecting, indexing, filing, storage, retrieval, maintenance, and distribution of quality records?	☐	☐	☐
47.	Are quality records maintained to demonstrate achievement of the required quality and the effective operation of the quality system?	☐	☐	☐
48.	Are records of inspections, tests and audits maintained?	☐	☐	☐

INTERNAL QUALITY AUDITS

49.	Does the quality system include planned and documented internal quality audits to verify quality activities and to determine the effectiveness of the quality system?	☐	☐	☐
50.	Are corrective actions taken for deficiencies found as a result of internal audits?	☐	☐	☐
51.	Are corrective actions verified for implementation and effectiveness?	☐	☐	☐

TRAINING

52.	Are all personnel performing specific tasks affecting quality, trained in the quality system?	☐	☐	☐

Signature: _____ Date: ___/___/___

Title: _____

Signature: _____ Date: ___/___/___

Title: _____

Please return completed survey to:

Signature:_____ Date: ___/____/____

Title: **Procurement Supervisor**
Dura-Bar, A Division of Charter Dura-Bar
1800 West Lake Shore Drive
Woodstock, IL 60098

(For Dura-Bar office use only)
Date Returned: _____