

Micron Laser Technology's quality management system (QMS) and the ISO 9001/AS9100 standard require that we maintain surveillance over and conduct periodic audits of all critical suppliers. The information provided on this form is used to assist Micron Laser Technology to determine whether the supplier is approved to provide goods and services for their operation. This questionnaire is intended to showcase existing quality measures and capabilities. Additional criterion, such as on time delivery, are additional factors that are considered when reviewing and approving suppliers. All questions should be completed as appropriate and N/A may be used if an item is not applicable. Please return the questionnaire to the Micron Laser Technology representative that provided it to you or to stephenp@micronlaser.com

Company Information	
Company Name:	Survey Date:
Address Line 1:	
Address Line 2:	
City, State, Zip:	
Phone:	
Commodity / Primary Business:	
How many years in business:	
President/General Manager:	
Sales Manager:	
Technical Manager:	
Quality Manager:	
Production Manager:	
***Currently ISO/AS Certified: Yes <input type="checkbox"/> No <input type="checkbox"/> Certification Agency:	
ISO/AS Registration No. (Provide Current Certification) :	
Remarks:	

Personnel			
Total Employees:	Manufacturing:	Quality:	Engineering:
Remarks:			

Facilities
Total Area (Sq. Ft.)
Number of locations:
*****IF CURRENT ISO/AS CERTIFICATION IS PROVIDED, STOP HERE*****

Quality	Y	N	N/A	Comments
Do you have a quality management system in place				
Do you maintain a quality manual				
Is the quality manual readily available to employees				
Do you maintain records of inspection and test?				
Are the records available for review by the customer				
Are inspections and tests performed to written procedures				
Is incoming material processes through receiving inspection				
Are records of test reports or certifications available				
Are inspections performed on materials or parts in-process				
Are first article inspections performed prior to proceeding with the entire lot of parts				
Supplier Selection	Y	N	N/A	Comments
Do you evaluate suppliers				
Do you maintain an approved supplier list				
Do you periodically review your suppliers				
Do you have a system for "Counterfeit Parts" prevention?				
Document Control	Y	N	N/A	Comments
Do you have a document control procedure				
Are documents revised to ensure that the latest documents are available				
Are documents easily accessible to all employees				
Sampling Plans	Y	N	N/A	Comments
Do you use sampling plans				
Is your sampling plan based on recognized sampling standards				
Are samples selected at random and each piece in the lot has an equal chance of being selected				
Inspection Instrument Control	Y	N	N/A	Comments
Do you have an instrument calibration plan				
Are your instruments calibrated at regular intervals				



Are your instruments identified and labeled with calibration inspection and due dates				
Are your instrument calibrations traceable to recognized standards				
General	Y	N	N/A	Comments
Are products handled to prevent damage				
Do you have a system for identifying and controlling materials with shelf lives				
Traceability	Y	N	N/A	Comments
Are materials identified with part numbers and serial numbers				
Are records maintained at each process step				
Do employees sign and date their work at each process step				
Training	Y	N	N/A	Comments
Do you have a training program				
Are records of employee training and competence maintained				
Are work instructions available at point of use				
Improvement	Y	N	N/A	Comments
Do you have a system for review, control and disposition of materials or items that deviate from the drawing or specification requirements				
Do you have a formal audit system for the quality management system				
Is there a corrective and preventive action plan in place				