



# SnappyMaterials

34B Barnes Industrial Road South - Wallingford, Connecticut 06492  
Tel: 203-949-1600 /Fax: 203-949-2626  
www.snappymaterials.com

## Supplier Quality Assurance Questionnaire

A.

Company Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____
Please Briefly state service or materials supplied: _____
_____
_____

B.

Year Company Established: _____	Number of Employees _____
Person Responsible for Quality _____	
Is your company approved to any of the following Quality Standards? If yes, please provide a copy of your registration certificate and go to section D.	

C.

Do you have a Quality Manual?	Yes	No
Is Inspection / Quality Control independent of production?	Yes	No
Do works instruction detail all customer quality requirements?	Yes	No
Is there control over activities affecting quality?	Yes	No
Do procedures / instructions include acceptance criteria?	Yes	No
Is the issue of documents / instructions controlled?	Yes	No
Do purchase order details meet all material quality requirements?	Yes	No
Do you maintain a list of approved supplier?	Yes	No
Is material checked for conformance to purchased orders?	Yes	No
Is identification of material maintained at all times?	Yes	No
Can you supply Certificate of Conformance?	Yes	No
Are Inspection procedures for all inspection activities?	Yes	No
Is measuring and test equipment subject to regular calibrations?	Yes	No



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## C. Cont.

Are calibrations traceable to national standards?	Yes	No
Is there identification of the inspection and test status of material?	Yes	No
Is there a system of corrective action for dealing with nonconforming material?	Yes	No
Are there clearly defined systems for the segregation, review and disposition of nonconforming material?	Yes	No
Do you have procedures for dealing with customer complaints?	Yes	No
Do you have a procedure for recall of suspect material?	Yes	No
Are there adequate storage and handling facilities to prevent damage and deterioration of stock?	Yes	No
Are all packing and delivery instructions clearly documented?	Yes	No
Is the quality system subject to regular audits?	Yes	No

## D.

Completed By: _____
Title: _____
Signed: _____ Date: _____

**Thank you!!!**