magee®	**Magee Plastics Company** Magee Form QA – 001 QMS Supplier Audit Survey	303 Brush Creek Road Warrendale, PA 15086-7595 Phone (724) 776-2220 Fax (724) 776-9696 SITA:PITMPDX SUPPLIER CODE: 64235 web: www.mageeplastics.com

Quality Management System Supplier Mail Audit

The Magee Plastics Company (MPC) Quality Management System, the ISO 9001/ AS9100 standard, and the Federal Aviation Administration (FAA) require that the Warrendale facility approve, maintain surveillance over, and conduct periodic audits of all critical suppliers (suppliers, distributors, and subcontractors). The information provided on this form is used to assist Magee Plastics Company Management in determining whether the supplier is approved to provide goods or services for their manufacturing or repair processes. This questionnaire is intended to be utilized as an evaluation method in defining and establishing a baseline of the supplier's existing quality practices and capabilities. All questions should be completed as appropriate. "N/A" may be used if an item is not applicable. Please attach any supporting documentation such as ISO or 3rd party Certificates, appropriate licenses, FAA Approvals, etc. Magee Plastics Company, its customers, and regulatory agencies reserve the right to conduct onsite audits of approved suppliers to ensure information provided on this questionnaire is accurate, and to review any documentation on any parts produced for Magee Plastics Company. This form is available on the MPC website at www.mageeplastics.com under Survey and Documents, listed as 'QA Supplier Evaluation Questionnaire'.

If the quality system is 3rd party certified, those suppliers (vendors, distributors or subcontractors) who are self auditing need only to complete this first page, attach a copy of the 3rd party certificate, and email or fax them to Magee Plastics Company, attention Quality Assurance Manager. (See last page for details.)

Company Name: _____ Date: _____

Division or Subsidiary of: _____

Address: _____

_____

City State Zip Code

Telephone Number _____ Fax Number _____

E-Mail Address: _____

What product/service are you supplying to Magee? _____

_____

For companies supplying product to Magee, indicate either as manufacturer or distributor: Manufacturer ☐ Distributor ☐

Evaluation prepared by (name & title): _____
and Telephone number

_____

Is your quality system 3rd party certified? YES ☐ NO ☐

If yes, please state to which standard.

MAGEE PLASTICS COMPANY USE ONLY

Approved for use (Check ✓ one): YES ☐ NO ☐

Mail Audit Reviewed by: _____

Restrictions/Comments: _____

A GENERAL

1.0 Approximated size of production facility? _____

2.0 Number of Employees: _____ Production _____ Q.A. _____ Purchasing

_____ Engineering _____ Q.C./Inspection _____ Other

3.0 Is there an FAA approved alcohol and anti-drug program? YES ☐ NO ☐ N/A ☐

B QUALITY ASSURANCE

1.0 Is there an established Quality Program? YES ☐ NO ☐ N/A ☐

2.0 What system is the Quality Program based on? _____

3.0 Is the Quality Control/Inspection/Assurance organization separate from the Production Department? YES ☐ NO ☐ N/A ☐
If NO explain why: _____

4.0 Is there an up-to-date Quality Manual? YES ☐ NO ☐ N/A ☐

5.0 **Does the Quality Manual include the following:**

5.1 An organization chart? YES ☐ NO ☐ N/A ☐

5.2 An accurate description of the technical data distribution and revision control system? YES ☐ NO ☐ N/A ☐

5.3 A record keeping system and retention times for all documents? YES ☐ NO ☐ N/A ☐

5.4 Personnel training requirements and records? YES ☐ NO ☐ N/A ☐

5.5 Details of the shelf life program? YES ☐ NO ☐ N/A ☐

5.6 Defines the control of rejected and/or scrapped parts? YES ☐ NO ☐ N/A ☐

5.7 An outline of the receiving inspection procedures? YES ☐ NO ☐ N/A ☐

5.8 An outline of the tool and gauge calibration program? YES ☐ NO ☐ N/A ☐

5.9 A revision page which reflects revisions? YES ☐ NO ☐ N/A ☐

6.0 How often Is the Quality Manual reviewed and by whom?

_____

7.0 Is the Quality Manual readily available to employees? YES ☐ NO ☐ N/A ☐

8.0 Is there an internal audit function, with audits and corrective actions maintained on file? YES ☐ NO ☐ N/A ☐
If NO explain:

_____

_____

9.0 Is there an "approved vendor list" available to the Purchasing Department which ensures all suppliers (Vendors, distributors and subcontractors) to this organization meet quality standards, undergo periodic surveillance and auditing, and provide products in accordance with applicable quality standards? YES ☐ NO ☐ N/A ☐

If NO explain: _____

C INSPECTION

1.0 Is there a roster to identify all supervisory and inspection personnel? YES ☐ NO ☐ N/A ☐

2.0 Is there a documented receiving inspection procedure? YES ☐ NO ☐ N/A ☐

Explain: _____

3.0 Is there a documented procedure to maintain traceability and certification on all parts, raw materials, and hardware? YES ☐ NO ☐ N/A ☐

Explain: _____

4.0 Are sampling procedures adequate to ensure quality, as applicable? YES ☐ NO ☐ N/A ☐

5.0 Is there a documented procedure for in-process inspection and testing? YES ☐ NO ☐ N/A ☐

6.0 Is there a documented procedure for final inspection before the finished product is shipped to the customer? YES ☐ NO ☐ N/A ☐

7.0 Are all inspection records being kept and maintained? YES ☐ NO ☐ N/A ☐

8.0 Are *work records* complete, in order, and legible? YES ☐ NO ☐ N/A ☐

9.0 Do the *work records* contain:

9.1 …a description of the work performed or reference to acceptable data? YES ☐ NO ☐ N/A ☐

9.2 …date the work was completed? YES ☐ NO ☐ N/A ☐

9.3 …name of the person completing the work? YES ☐ NO ☐ N/A ☐

9.4 …name of the person completing the inspection? YES ☐ NO ☐ N/A ☐

D DATA CONTROL

Note: "Manuals" in this context includes any technical data, i.e., drawings, wiring diagrams, test specs, needed to perform the required service,

1.0 Are shop manuals and specifications required to perform the operational processes available in the shop or production facilities? YES ☐ NO ☐ N/A ☐

2.0 Is original equipment manufacturer technical data used for all pertinent operations? YES ☐ NO ☐ N/A ☐

3.0 Is there a procedure to control revisions and ensure technical data is current? YES ☐ NO ☐ N/A ☐

4.0 Are manual revisions up-to-date? YES ☐ NO ☐ N/A ☐

5.0 Are certified test results of actual chemical analysis and test results available? YES ☐ NO ☐ N/A ☐

6.0 How is the certification married to parts? _____

E SHELF LIFE PROGRAM

1.0 Is there an adequate system documented and in use to ensure no item will be issued or used past its expiration date? YES ☐ NO ☐ N/A ☐

2.0 Are shelf life items properly maintained in environmentally controlled areas (as applicable)? YES ☐ NO ☐ N/A ☐

3.0 Does each shelf life item have the expiration limit displayed on the item? YES ☐ NO ☐ N/A ☐

F TOOL AND TEST EQUIPMENT CALIBRATION

1.0 Is there a tool and calibration program which includes; all tools and tooling which require calibration, frequency and due date of calibration, personal tools, and a system to prevent the use of tools out of calibration? YES ☐ NO ☐ N/A ☐

2.0 Is there a person by title, responsible for the calibration program? YES ☐ NO ☐ N/A ☐

3.0 Are standards used to calibrate the tools traceable to the controlling government agency, e.g., The National Institute of Standards and Technology YES ☐ NO ☐ N/A ☐

4.0 Do the calibration records:

4.1 …show the date calibrated? YES ☐ NO ☐ N/A ☐

4.2 …identify the individual or vendor who performed the calibration? YES ☐ NO ☐ N/A ☐

4.3 …show the next calibration due date? YES ☐ NO ☐ N/A ☐

4.4 …contain a calibrated certificate for each item calibrated by an outside source? YES ☐ NO ☐ N/A ☐

4.5 …record details of adjustments or repairs? YES ☐ NO ☐ N/A ☐

4.6 …show the part number and serial number of the standard used to perform the calibration YES ☐ NO ☐ N/A ☐

G TRAINING

1.0 Is there a documented training program? YES ☐ NO ☐ N/A ☐

2.0 Is there a documented re-current training program? YES ☐ NO ☐ N/A ☐

3.0 Describe frequency of re-current training: _____

H HANDLING, STORAGE, PACKAGING AND DELIVERY

1.0 Is there a documented procedure and system for handling, storage, packaging and delivery? YES ☐ NO ☐ N/A ☐

2.0 Does this system include incoming materials, materials in process, and finished product? YES ☐ NO ☐ N/A ☐

3.0 Are storage facilities appropriate for environmental conditions such as temperature and humidity? YES ☐ NO ☐ N/A ☐

4.0 Is there a method or system to check items in storage periodically to detect possible deterioration? YES ☐ NO ☐ N/A ☐

5.0 Is there a packaging procedure or system that provides appropriate protection against damage? YES ☐ NO ☐ N/A ☐

6.0 Does the packaging provide a clear description of the content where the regulations or contract specify? YES ☐ NO ☐ N/A ☐

7.0 Is protection provided for the quality of product during shipping and other phases of delivery? YES ☐ NO ☐ N/A ☐

8.0 Prior to shipping product to customer, are there adequate controls to ensure that identification labels are correct, properly located and attached? YES ☐ NO ☐ N/A ☐

I CONTROL OF NON-CONFORMING PRODUCT

1.0 Is there a documented system and methods which describe how to control and segregate the product(s) which does not conform to specified requirements and its disposition? YES ☐ NO ☐ N/A ☐

2.0	Are procedures established and maintained to ensure that the product that does not conform to specified requirements is prevented from use or installation?	YES	☐	NO	☐	N/A	☐
3.0	Is control provided for identification, documentation, evaluation, segregation, and appropriate disposition of non-conforming product?	YES	☐	NO	☐	N/A	☐
4.0	Does the system identify an individual, by title, responsible for verifying that mutilation is accomplished?	YES	☐	NO	☐	N/A	☐
5.0	Is the non-conformity reviewed, evaluated and causes determined to prevent recurrence?	YES	☐	NO	☐	N/A	☐
6.0	Are all important records maintained concerning non-conformities for the customer's review?	YES	☐	NO	☐	N/A	☐

J *CORRECTIVE AND PREVENTIVE ACTION*

1.0	Is there a documented, methodical and systematic approach to corrective processes or products which do not, or potential may not, meet the specified requirement?	YES	☐	NO	☐	N/A	☐
2.0	Is there a *'Materials Review Board'* or equivalent, which is responsible for taking corrective and preventive actions?	YES	☐	NO	☐	N/A	☐
3.0	Is there a process to investigate and analyze all process to deter actual or potential non-conformities, and is related corrective or preventive action taken to prevent recurrence or occurrence?	YES	☐	NO	☐	N/A	☐
4.0	Have all corrective and preventive actions taken been recorded and documented?	YES	☐	NO	☐	N/A	☐

IF THIS QUESTIONNAIRE HAS BEEN COMPLETED AS A SELF AUDIT BY THE SUPPLIER (VENDOR, DISTRIBUTOR OR SUBCONTRACTOR) PLEASE COMPLETE THE FOLLOWING.

The information contained in this questionnaire is true and correct at the time of issue. Any major changes to key personnel, business address, company approvals or product lines will be notified to Magee Plastics Company if and when they occur.

Signed _____ Date _____

Printed Name _____ Title _____

Please return (mail or fax) completed form to:

Magee Plastics Company
303 Brush Creek Road
Warrendale, PA 15086-7595

Fax 724-776-9696

Attention: Quality Assurance Manager

Email:
tfritz@mageeplastics.com