

As part of our commitment to quality and continual improvement and in compliance with Bowhead Manufacturing's AS9100:2016 and ISO 9001:2015 Quality Management System requirements, we require the completion of a Quality System Survey Form.

If your company is currently ISO 9001, ISO/TS 16949, ISO 13485 or AS9100 certified, include a copy of your certificate and complete Section 1 and Section 2. All such certificates must be provided by a third party registrar accredited by ANAB, UKAS or another IAF signatory accreditation body. Unaccredited certificates are not recognized by Bowhead Manufacturing.

If your company is not currently ISO 9001, ISO/TS 16949, ISO 13485 or AS9100 certified, complete all form sections.

Section 1

GENERAL INFORMATION		
Company Name:		
Address:		
Main Telephone:		
Supplier's Primary Business/Product:		
Product Being Considered From This Source:		
Total Number Of Personnel:		
Quality:	Engineering:	Manufacturing:
Point of Contact		Contact Information
Quality Assurance Representative		Name:
		Email:
		Phone:
Purchasing Representative		Name:
		Email:
		Phone:
Management Representative		Name:
		Email:
		Phone:
Survey Completed By:	Department:	Date:

Section 2

		Yes	No	Underway	N/A
RISK MANAGEMENT					
1	Is there a documented Business Continuity Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are there documented procedures defining the Manufacturing Capacity Planning process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are there documented procedures defining the Resource Planning Process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is a current Dunn & Bradstreet report available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY ASSURANCE PROCESSES					
1	Do you use AS9102 for your First Article Inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are your procurements reviewed for compliance to DFAR 252.225-7008 or 7009 Specialty Metals Clause?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you have an electrostatic discharge (ESD) program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you have a Moisture Sensitive Device (MSD) protection Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you have a Foreign Object Debris/Damage (FOD) prevention program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you ensure your employees are aware of their contribution to product conformity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you ensure your employees are aware of their contribution to product safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Do your employees understand the importance of ethical behavior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Do you understand that acceptance of product shall not be used as evidence of effective control of quality and shall not absolve you of responsibility of product quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIAL TRACEABILITY					
1	Do you have a counterfeit parts prevention process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	How do you ensure the pedigree of procured material?				
3	Do you have a system for material/product traceability back to the OEM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is your company an Authorized Distributor for any OEM? If so, please identify.				<input type="checkbox"/>
5	Will you be able to provide a signed Certificate of Compliance from the OEM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	What level of inspection do you conduct on product:				
SPECIAL PROCESSES					
1	List any special processes performed in-house:				<input type="checkbox"/>
2	List Soldering and Workmanship standards used:				<input type="checkbox"/>
3	Do you Maintain NADCAP Special Process Certifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you have special processes that are not third party certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3

		Yes	No	Underway	N/A
QUALITY ASSURANCE INFORMATION					
1	The quality assurance organization's authorities and responsibilities are clearly defined in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The QA/QC Dept. has the authority to withhold items that have not met acceptable quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	There is a Quality System Manual defining the company's QMS in detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The company prepares and issues periodic reports and maintains records relative to item acceptance/rejection, and disposition of rejected items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The quality assurance organization maintains a system for the use and control of inspection stamps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The quality assurance organization has a system for quality evaluations of potential suppliers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	The quality assurance organization reviews all purchase orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are personnel training records maintained and available on request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are your Quality Records maintained for a minimum of 10 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECEIVING INSPECTION					
1	Is each lot of material received subjected to receiving inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inspectors are provided with adequate inspection instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does a documentation system exist to trace lot of material received until lot is expended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Can evidence of receiving inspection acceptance be found in each lot of material as it moves through the manufacturing process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Drawings used by receiving inspection are legible and reflect the latest changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Sampling inspection, when applicable is performed in compliance with established recognized standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	The company maintains an approved supplier list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IN-PROCESS INSPECTION					
1	Is there an in-process traveler or inspection record on each unit or lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Do manufacturing and quality personnel annotate the traveler for each operation performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Adequate inspection instructions are made available to all in-process inspection personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Drawings used by inspection are legible and reflect the latest changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The measuring devices, gauges and test equipment required for in-process inspection are available and are adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Sampling inspection, when applicable, is performed in compliance with established, recognized standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	The supplier maintains a system for the proper identification of the inspection status of in-process materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEASURING DEVICES AND TEST EQUIPMENT					
1	Whenever measuring devices, gauges or test equipment items are reworked, they are inspected and calibrated prior to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	When new measuring devices, gauges and test equipment are acquired, they are inspected and calibrated prior to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The processes for calibrating measuring devices, gauges and test equipment are covered by written procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	All measuring devices, gauges and test equipment carry stamps which indicate the most recent calibration date and the date when the next calibration is to be performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The supplier's quality assurance organization maintains a system for the automatic recall and periodic recalibration of all measuring devices, gauges and test equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are calibration certificates with NIST traceability on file for all tools or calibration standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 cont'd

		Yes	No	Underway	N/A
CONTROL OF NONCONFORMING PRODUCT					
1	The supplier maintains a documented system for handling of nonconforming materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The supplier maintains a system for removing nonconforming supplies from the product flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The supplier maintains a system for taking corrective action in order to prevent repetitive discrepancies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The supplier maintains a system for following up on all corrective action requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Reports on nonconforming materials are regularly prepared and are reviewed by management for action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINAL INSPECTION					
1	Adequate inspection instructions are available to final inspection personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Written instructions and procedures are readily available to all final inspection personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Drawings used by final inspection are legible and reflect the latest changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The measuring devices, gauges and test equipment required for final inspection are available and adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Sampling inspection, when applicable, is performed in compliance with established, recognized standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIPPING AND PACKAGING					
1	The supplier's quality assurance organization operates a shipping inspection function.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	All shipping inspection operations are performed in accordance with written instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Shipping inspectors have ready access to customer specified packaging instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	When required, certified packaging materials are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bowhead Manufacturing Use Only	
Assigned Initial Risk Level: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> At Risk	
Assigned Test/Inspection Level: <input type="checkbox"/> AQL 2.5 <input type="checkbox"/> AQL 1.0 <input type="checkbox"/> 100% Test/Inspection	
Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Conditional <input type="checkbox"/> Not Approved	
Evaluated By:	
Quality: _____	Date: _____
Engineering: _____	Date: _____
Material Planning: _____	Date: _____