



TITLE: Supplier Evaluation		
DOCUMENT #:	1001147	REV #: L
DOCUMENT CLASS: K-PURCH FRM		
RESPONSIBLE DEPT: Purchasing	REF. QMS 7.4.1	

Organizational Structure (please include name and email address):

President _____
 Vice President (Operations) _____
 Quality Manager _____
 Engineering Manager _____
 Manufacturing Manager _____
 Materials Manager _____
 Who is your primary contact person for K&L Microwave? _____

Customers:

List Your Top Five Customers:

Name	% of Your Business
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

What is your Total Annual Sales? _____

What per cent of your business is: _____ Military? _____ Commercial?

Are you currently shipping products to K&L Microwave? _____

Do you have International customers? _____ (yes or no) If so, in what countries? _____

Are you currently involved in any litigation or pending lawsuits? _____ (yes or no)
 If yes, please explain _____

Does your company fall under any of the categories listed below?

	YES	NO
Small Business Concern		
Small Disadvantaged Business Concern		
Veteran-owned Small Business		
Service-Disabled Veteran-owned Small Business		
Women-owned Small Business Concern		
Minority Owned Small Business Concern		
HUB Zone		

If you are considered a "Large Business Concern", do you have a "Small Business Plan"? _____



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Quality:

Do you have a documented **QMS** (Quality Management System)? _____

Is your **QMS** certified to ISO9001: 2000 or AS9100? _____

Please attach or forward a copy of your registration certificate (s).

Original registration date (s): _____

Who does the Quality Manager report to? _____

Describe your continuous improvement program including specific uses of SPC techniques? _____

Can you accommodate the exchange of information Electronically (i.e. CAD/CAM)? _____

What kind of data/software do you support? _____

Manufacturing:

What is your On-time delivery to your customers (on average)? _____

What is current capacity % _____ How many shifts? _____

What is your yield at Final Inspection? _____

What is your First Pass yield? _____

What are your lead-times (on average)? _____ Are your lead-times stable? _____

If a schedule change is required, how many advance workdays notice do you need? _____

Can you facilitate warehousing of finished products until it is needed in our facility? _____

Have your costs increased or decreased over the past two years? _____ By how much? _____

How often do you recommend cost saving techniques to your customers?

Frequently _____ **Rarely** _____ **Never** _____ **Other** _____

Do you use an **MRP** system to manage parts? _____

Do you utilize sub-contractors or outsource any of your work? _____ If yes, please explain. _____

What is the primary or key technology incorporated in your products? _____

Is your technology proprietary? _____



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Environmental:

Do you have an Environmental Management System (EMS)? _____ Is your EMS certified to ISO14001: 2000? _____ **Please attach or forward a copy of your registration certificate.**

Do you have an environmental policy? _____ If so, **please attach or forward a copy of your policy**

Have you identified your significant environmental aspects (i.e. activities, products, or services that may impact the environment)? _____

Does your manufacturing facility meet environmental legal requirements? _____

Do your products supplied to K&L Microwave meet European ROHS directive? _____

Do you have any special waste disposal issues? _____

NOTE: FOR THE FOLLOWING SECTIONS, PLEASE PROVIDE DOCUMENT TITLE, NUMBER AND REVISION LEVEL WHERE APPLICABLE.

4.2.3 Control of Documents

1. Does your company/ organization have a Quality Manual that describes the interaction of the processes in the management system? _____ Document no. and Rev level _____
2. How are documents reviewed and approved prior to issue (i.e. drawings, work instructions, quality manual, documents of external origin, etc.) _____
3. How are documents identified as the most current? _____
 - a. Is there a master list of documents identifying current status? _____
4. How do you ensure that appropriate documents are available at all locations where they are needed? _____
5. How are obsolete documents removed from points of use? How are they identified as obsolete? _____

K&L requires all suppliers to maintain Quality records per their QMS certification or if not certified to notify purchasing agent to arrange for the records to be sent to K&L.



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6.2.2 Competence, Awareness, and Training

1. How are training needs identified for all personnel? _____

2. How is required training provided and how are records of it maintained? _____

7.3.4 Design and Development

1. How do you control and verify the design of your product(s) to ensure that the specified requirements are met? _____

2. How are design reviews conducted and how are they documented in accordance with the design plan? _____

 - a. What functional departments participate in design reviews? _____

7.4.1 Purchasing

1. How are incoming purchase orders reviewed either prior to submission of a tender or at acceptance of the order to ensure that your facility has the capability to meet the requirements of the order? _____

2. Is there a procedure for ensuring that purchase order changes are correctly communicated within your organization? _____ How is the information conveyed? _____

3. How do you evaluate suppliers and do you monitor their performance including any specific Quality Assurance requirements? _____

4. Do you have a list of approved suppliers? _____ Who maintains this list? _____
5. How do you review and approve purchasing documents prior to release? _____

6. What is your standard turnaround time for quoting? _____



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7.5.2 Production

1. Are personnel provided with work instructions and workmanship standards? _____ Is it documented? _____
2. How is suitable production maintained to ensure continuing process capability? _____

3. Are there preventive maintenance procedures in place? _____ Are these procedures documented? _____
4. How is the inspection and test status of product identified? _____

5. How is inspection and test status maintained throughout production, installation, and servicing (where applicable), to ensure that only product that meets the applicable quality requirements is used? _____

8.2.4 Control of Monitoring and Measurement Devices

1. What documented procedures are in place for the control of inspection, measuring, and test equipment? _____

2. How is all inspection, measuring, and test equipment that can affect product quality identified, calibrated, and adjusted at prescribed intervals? _____

 - a. Is this done internally or externally? _____ If externally, by whom? _____
 - b. Who is responsible for equipment recall? _____
3. What safeguards are in place to ensure that the calibration of inspection, measuring and test equipment and test software remains valid? _____

8.3 Control of Non-conforming Product

1. How is nonconforming product identified and how is it segregated to prevent unintended use or installation? _____

2. How are nonconformances documented? _____



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8.5.2 Corrective Action and 8.5.3 Preventive Action

- 1. What system do you have in place for handling customer complaints? _____

- 2. What controls are in place to ensure that corrective action is taken and that it is effective? _____

- 3. What controls are in place to ensure that preventive action is effective? _____

Form Completed by:

_____	_____
Print name	Title
_____	_____
Signature	Date

NOTES: