



CABLE MANUFACTURING & ASSEMBLY CO., INC.

PRELIMINARY SUPPLIER SURVEY

I. GENERAL INFORMATION

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

\_\_\_\_\_ FAX# \_\_\_\_\_

\_\_\_\_\_

QUALITY CONTACT \_\_\_\_\_ SURVEY COMPLETED

CUSTOMER SERVICE CONTACT \_\_\_\_\_ BY: \_\_\_\_\_

PURCHASING CONTACT \_\_\_\_\_

MANUFACTURING CONTACT \_\_\_\_\_

HOW LONG HAS YOUR COMPANY BEEN IN BUSINESS? \_\_\_\_\_

PRODUCTION AREA SQUARE FOOTAGE \_\_\_\_\_

OFFICE AREA SQUARE FOOTAGE \_\_\_\_\_

PERSONNEL: PRODUCTION \_\_\_\_\_, QUALITY \_\_\_\_\_, OTHER \_\_\_\_\_,

UNION \_\_\_\_\_, CONTACT EXPIRATION \_\_\_\_\_

ANNUAL SALES \_\_\_\_\_

NORMAL LEAD-TIME \_\_\_\_\_

DO YOU HAVE A QUALITY POLICY? \_\_\_\_\_ IF YES, PLEASE ATTACH A COPY.

DO YOU HAVE A DOCUMENTED QUALITY ASSURANCE PROGRAM? \_\_\_\_\_

IS A COPY OF YOUR QUALITY MANUAL AVAILABLE FOR OUR REVIEW? \_\_\_\_\_

ARE YOU AWARE OF THE AUTOMOTIVE SAMPLE SUBMISSION PROCEDURE KNOWN AS PPAP?

(PRODUCTION PART APPROVAL PROCESS) \_\_\_\_\_

ARE YOU PREPARED TO MAKE SAMPLE SUBMISSION IN CONFORMANCE TO THE PPAP REQUIREMENTS? \_\_\_\_\_

ARE YOU CERTIFIED/REGISTERED TO ANY QUALITY SYSTEM STANDARDS? \_\_\_\_\_

\_\_\_ ISO 9001:2000 \_\_\_ QS 9000 \_\_\_ ISO 16949 \_\_\_ Other

WHO ARE YOU REGISTERED BY? \_\_\_\_\_ CERTIFICATE # \_\_\_\_\_

IF NOT, DO YOU HAVE PLANS TO BECOME CERTIFIED/REGISTERED TO \_\_\_ ISO 9001:2000 OR

\_\_\_ ISO 16949 IN THE FUTURE? IF SO, WHEN?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



II. PROCEDURES

1.	GENERAL	YES	NO	PROCEDURE #
1.1	FOR MATERIAL SUPPLIED, IS ACCEPTANCE CRITERIA ZERO DEFECTS? IS THIS DOCUMENTED?	( )	( )	_____
1.2	IS THERE A SYSTEM IN PLACE THAT WILL PROVIDE WRITTEN FEEDBACK FOR CORRECTIVE ACTION REQUESTS?	( )	( )	_____
1.3	IS THERE A PROCEDURE SPECIFYING RECORD RETENTION PERIODS?	( )	( )	_____
1.4	ARE INTERNAL QUALITY AUDITS CONDUCTED ON A REGULAR BASIS	( )	( )	_____
1.5	DOES AN ESTABLISHED TRAINING PROGRAM EXIST? _____		( ) ( )	
1.6	ARE CONTINUOUS QUALITY AND PRODUCTIVITY IMPROVEMENT EFFORTS A KEY ELEMENT OF YOUR BUSINESS?	( )	( )	_____
2.	QUALITY PLANNING			
2.1	IS THERE A DOCUMENTED QUALITY MANUAL?	( )	( )	_____
2.2	ARE QUALITY MANUALS READILY AVAILABLE TO MANUFACTURING AND QUALITY PERSONNEL?	( )	( )	_____
2.3	IS ADVANCED QUALITY PLANNING PERFORMED ON ALL NEW OR REVISED PARTS OR PROCESSES?	( )	( )	_____
2.4	ARE THE CONTRACT REVIEW ACTIVITIES ADEQUATELY DOCUMENTED AND MAINTAINED TO INSURE THAT ORDER REQUIREMENTS ARE UNDERSTOOD AND ARE WITHIN THE SUPPLIER'S CAPABILITY PRIOR TO ORDER ACCEPTANCE?	( )	( )	_____
2.5	ARE FORMAL DOCUMENTED DESIGN REVIEWS CONDUCTED?	( )	( )	_____
3.	PURCHASING			
3.1	ARE PROCEDURES IN PLACE THAT REQUIRE SUPPLIER PERFORMANCE TO BE EVALUATED AND UPGRADED WHEN NECESSARY?	( )	( )	_____
4.	PRODUCT IDENTIFICATION AND TRACEABILITY			
4.1	IS ALL PRODUCT IDENTIFIED AT ALL PRODUCTION STAGES? _____		( ) ( )	
4.2	IS A SYSTEM OF LOT TRACEABILITY MAINTAINED?	( )	( )	_____
5.	PROCESS CONTROL			
5.1	HAVE DOCUMENTED JOB INSTRUCTIONS BEEN DEVELOPED?	( )	( )	_____
5.2	IS THERE AN EFFECTIVE PLANNED PREVENTIVE MAINTENANCE PROGRAM IN PLACE?	( )	( )	_____



	YES	NO	PROCEDURE#
6. CONTROL OF NON-CONFORMING PRODUCTS			
6.1 DO DESIGNATED AREAS EXIST FOR NON-CONFORMING AND SUSPECT PRODUCT?	( )	( )	_____
6.2 ARE REWORKED PRODUCTS REINSPECTED AND/OR TESTED? _____		( ) ( )	
7. MATERIAL HANDLING AND DELIVERY			
7.1 IF YOUR DELIVERY IS NOT 100% TO SCHEDULE, ARE ANALYSES AND CORRECTIVE ACTIONS UNDERTAKEN?	( )	( )	_____
7.2 IS THERE AN INVENTORY MANAGEMENT SYSTEM TO OPTIMIZE INVENTORY TURNS AND STOCK ROTATION?	( )	( )	_____
8. MEASUREMENT SYSTEM CONTROL AND EVALUATION			
8.1 IS THERE A SYSTEM FOR THE CALIBRATION OF ALL GAUGES AND MEASURING EQUIPMENT USED TO CONTROL PROCESSES AND OR EVALUATE MATERIAL CONFORMANCE?	( )	( )	_____
8.2 DOES THE CALIBRATION SYSTEM INCLUDE FREQUENCY OF CALIBRATION AND IS EACH GAUGE AND MEASURING DEVICE LABELED WITH DATE OF CALIBRATION, THE DATE OF NEXT CALIBRATION AND PERSON WHO CALIBRATED IT?	( )	( )	_____
8.3 IS MEASUREMENT SYSTEM ANALYSIS (GAUGE R&R) CONDUCTED?	( )	( )	_____
9. INSPECTION			
9.1 IS A RECEIVING INSPECTION PERFORMED ON ALL PURCHASED MATERIALS?	( )	( )	_____
9.2 PRIOR TO PRODUCTION, IS FIRST ARTICLE INSPECTION PERFORMED AND DOCUMENTED?	( )	( )	_____
9.3 DURING PROCESSING, ARE CHARACTERISTICS INSPECTED TO ASSURE MATERIAL CONSISTENTLY MEETS SPECIFICATION?	( )	( )	_____
9.4 IS A FINAL INSPECTION PERFORMED PRIOR TO SHIPMENT?	( )	( )	_____
10. STATISTICAL PROCESS CONTROL			
10.1 ARE YOU PRESENTLY USING STATISTICAL PROCESS CONTROL IN YOUR MANUFACTURING AREA? _____		( ) ( )	
10.2 ARE KEY FACTORS IN THE PROCESS IDENTIFIED AND CONTROLLED?	( )	( )	_____
11. DRAWING AND CHANGE CONTROL			
11.1 IS THERE A SYSTEM THAT ASSURES THE LATEST DRAWINGS AND RELATED SPECIFICATIONS ARE ON FILE AND OBSOLETE DRAWINGS ARE REMOVED FROM USE?	( )	( )	_____



WITH RETURN OF THIS SURVEY PLEASE SUPPLY THE FOLLOWING CHECKED ITEMS:

- COPY OF QUALITY MANUAL
- DESCRIPTION OF RELEVANT PROCSS EQUIPMENT AND MACHINERY
- SAMPLES OF SIMILAR PRODUCTS AND/OR WORKMANSHIP
- REFERENCES

SUPPLIERS TO CABLE MANUFACTURING SHALL BE, AT A MINIMUM, THIRD PARTY REGISTERED TO ISO 9001:2000 BY AN ACCREDITED THIRD-PARTY CERTIFICATION BODY. THE BENEFITS OF IMPLEMENTING SUCH A QUALITY STANDARD, AMONG OTHERS ARE, REDUCTION OF CUSTOMER COMPLAINTS, PRODUCTIVITY IMPROVEMENTS, REDUCTION IN DOWNTIME, COMMUNICATION ENHANCEMENTS AND IMPROVED COMPETITIVE ADVANTAGE. IF YOU NEED ADVICE OR ASSISTANCE WITH IMPLEMENTATION OR WOULD LIKE TO KNOW MORE ABOUT ISO 9001:2000 OR ISO 16949, PLEASE CALL YOUR BUYER.

NOTE: TO BE CONSIDERED FOR PLACEMENT ON CABLE MANUFACTURING AND ASSEMBLY CO., INC.'S APPROVED SUPPLIER LIST, THIS PRELIMINARY SUPPLIER SURVEY MUST BE COMPLETED BY THE SUPPLIER AND RETURNED TO CMA'S PURCHASING MANAGER.

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For CMA use only

ON SITE AUDIT REQUIRED:  YES  NO

ADD TO APPROVED SUPPLIER LIST:  YES  NO

\_\_\_\_\_  
PURCHASING MANAGER DATE

\_\_\_\_\_  
QUALITY MANAGER DATE