4501 N.W. 103 Ave., Sunrise, Florida 33351
Phone (954) 746-9929 FAX (954) 746-9448
Toll Free 1(800) 896-7153
www.benchmarkconnector.com

SUPPLIER QUALITY SURVEY

Suppliers Name _____

Address _____

_____

Phone Number _____ **Fax** _____

Email _____

Quality Assurance Representative _____

Quality Assurance Title _____ **Email**_____

Account Representative _____**Email**_____

Principle type of service provided _____

No. of Company Employees: _____ **No. of Quality Control Staff:** _____

Are you approved by either of the following nationally recognized Quality organizations?

☐ ISO 9001 Rev. _____ ☐ AS 9100 Rev. _____

Recertification Date _____ Cert No. _____

Is your company in compliance to FARS 52.204-23? Yes ☐ No ☐

In accordance with section 1634 of Division A of the National Defense Authorization Act for Fiscal Year 2018, the Federal Government prohibits the use of hardware, software, and services of Kaspersky Lab and its related entities by the Federal Government on or after October 1, 2018.

Does your company comply to FAR 52.222-50(h) Anti-Human Trafficking Compliance? Yes ☐ No ☐

Do you have an Anti-Human Trafficking plan in place? Yes ☐ No ☐

If you hold a valid ISO2001-2015 / AS9100:2016 (Rev D) Certification Please stop here, sign and date this form and attach your certificate to this Supplier Quality Survey. Please send to del@benchmarkconnector.com.
(All others please continue with survey).

Note: Benchmark Connector Corporation must be informed of any significant changes in location, facility, personnel, manufacturing capabilities, product line, customer approvals, etc.		
Supplier Representative ***(Please Print)***	**Authorized Signature Title** ***(Please sign)***	**Date of Acknowledgement**

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SUPPLIER QUALITY SURVEY

1. **QUALITY SYSTEMS AND MANUAL**

A. Is there an established quality system? Yes ☐ No ☐

B. To what specifications or standards? _____
(Please specify Certifications)

C. Does the quality manual adequately describe the quality system? Yes ☐ No ☐

D. Is the quality manual available to appropriate personnel? Yes ☐ No ☐

E. Is the quality system documentation kept current and readily available to employee's customers, and auditors? Yes ☐ No ☐

,

F. Does the quality control manual and/or other documentation include a detailed description of:

1. The organization and relationship of the QC department to the rest of the organization? Yes ☐ No ☐

2. An assignment of personnel and responsibilities? Yes ☐ No ☐

3. The revision control system for the quality system documentation? Yes ☐ No ☐

4. Record keeping system? Yes ☐ No ☐

5. Shelf life control? Yes ☐ No ☐

6. Control of incoming discrepant parts and supplies? Yes ☐ No ☐

7. Receiving inspection procedures? Yes ☐ No ☐

8. Test and inspection equipment calibration program? Yes ☐ No ☐

9. Storage facilities and specifications? Yes ☐ No ☐

10. Part identification system? Yes ☐ No ☐

11. Inspection stamp Control? Yes ☐ No ☐

2. **INTERNAL AUDIT / EVALUATION PROGRAM**

A. Is there an established documentation self-audit/evaluation program which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action? Yes ☐ No ☐

3. **FACILITIES**

Do storage areas provide;

SUPPLIER QUALITY SURVEY

A. Adequate space and appropriate racks to preclude damage or mishandling? Yes ☐ No ☐

B. Secure from unauthorized access? Yes ☐ No ☐

C. Segregation of non-conforming materials? Yes ☐ No ☐

4. **TRAINING AND AUTHORIZED PERSONNEL**

A. Are personnel who performed inspection, shipping, and receiving functions properly trained? Yes ☐ No ☐

B. Are inspection personnel properly authorized? Yes ☐ No ☐

C. Are either formal classroom, on-the-job training documented and maintained? Yes ☐ No ☐

D. Is a roster of personnel authorized to perform inspection functions maintained? Yes ☐ No ☐

E. Is there a section within the training program that addresses product awareness, health, safety, and ethical behavior? Yes ☐ No ☐

5. **PROCUREMENT**

A. Does the system assure special requirements are adequately communicated to the procurement source? Yes ☐ No ☐

B. Does the system assure that parts conform to the customers purchase request, and that any changes are approved in writing by the customer? Yes ☐ No ☐

5. **PROCUREMENT (Cont.)**

C. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality rating history for each source? Yes ☐ No ☐

D. Do you have a system in place that specifies the approval of products, Services, methods, processes and equipment in the release of products And services? Yes ☐ No ☐

6. **RISK MANAGEMENT**

A. Is there a risk management system in place that identifies, assesses and communicates risk based thinking? Yes ☐ No ☐

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B. Is there an assignment of responsibilities and facilitators who Manage process risks? Yes ☐ No ☐

C. Is the Risk system initiated within the company's Key Process Indicators? Yes ☐ No ☐

7. **RECEIVING INSPECTION**

A. Does the inspection program include:

1. A check for obvious physical damage? Yes ☐ No ☐
2. Verification of appropriate accessories installed? Yes ☐ No ☐
3. Verification of part number, model number, etc? Yes ☐ No ☐
4. Verification of quantity and part numbers matches the purchase order? Yes ☐ No ☐
5. Verification that all appropriate documentation is archived? Yes ☐ No ☐
6. VISUAL check for general workmanship and quality? Yes ☐ No ☐
7. Are inspection stamps controlled by a formal system? Yes ☐ No ☐

7. **MEASURING AND TEST EQUIPMENT**

A. Are measuring & test equipment controls in place which provide for appropriate storage, usage, and calibration traceable to the National Institute of Standards and Technology? Yes ☐ No ☐

B. Is a system in place to assure documentation of current calibration status? Yes ☐ No ☐

C. Is a system in place that documents the equipment used for required measurements listed on travelers and work orders? Yes ☐ No ☐

8. **MATERIAL CONTROL**

A. Is material handled in an appropriate manner and protected from damage & deterioration? Yes ☐ No ☐

B. Are storage areas periodically checked for overall effectiveness? Yes ☐ No ☐

C. Is batch/lot control maintained for all parts? Yes ☐ No ☐

D. Is there a system in place for recall control

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which ensures full traceability? Yes ☐ No ☐

E. Does the system require the packaging to identify the manufacturer, distributor, P/N, lot number, cage code, etc.? Yes ☐ No ☐

F. Does the system have a procedure for storage of flammable, toxic, or volatile materials? Yes ☐ No ☐

G. Does a closed loop system exist to implement corrective action following detection of sub-standard or non-conforming parts? Yes ☐ No ☐

H. Does the system require training and awareness of counterfeit parts ? Yes ☐ No ☐

9. **SHELF LIFE CONTROL**

A. Does the quality system include a system for identifying and controlling shelf life limited parts. Yes ☐ No ☐

10. **CERTIFICATION**

A. Will you provide Certificates of Conformance for the products that you sell? Yes ☐ No ☐

B. Will you provide lot number traceability for the products you sell? Yes ☐ No ☐

11. **SHIPPING**

A. Does the system require Mil-Spec or equivalent packaging as appropriate for the units being shipped, or as specified by the customer? Yes ☐ No ☐

B. Does the quality system provide for a visual inspection of all items and documentation prior to shipping? Yes ☐ No ☐

12. **RECORDS**

A. Does the record system require record retention for at least 10 years from the date of sale to customer? Yes ☐ No ☐

B. Does the system provide serial number or lot & batch traceability? Yes ☐ No ☐

C. Are records readily available and identifiable for each purchase? Yes ☐ No ☐

D. Are records protected against damage, deterioration and loss? Yes ☐ No ☐

13. **DATA CONTROL**

A. Is there a Configuration Index Document listing all Data under

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configuration control? Yes ☐ No ☐

B. Is obsolete and non-current media recalled and purged? Yes ☐ No ☐

C. Are there methods and facilities to protect computer programs from unauthorized access, inadvertent damage, or degradation? Yes ☐ No ☐

D. Is Data identified/marked externally/internally in accordance with the engineering drawing requirements? Yes ☐ No ☐

E. Does the quality system provide for maintaining technical data in a manner that ensures such data is up-to-date and accessible? Yes ☐ No ☐

14. **CONTROL OF SUB-TIER SUPPLIER SPECIAL PROCESSES**

A. Do you use outside sources for special processing (i.e. plating, heat treating, welding, etc.)? Yes ☐ No ☐

B. Are these sub-contracted special process suppliers approved by Benchmark Connector Corporation? Yes ☐ No ☐

C. Please list any special processes that are sub-contracted:

_____
_____
_____
_____

D. Are written procedures provided for special processes? Yes ☐ No ☐

E. Is the equipment required for special processes available and calibrated? Yes ☐ No ☐

F. Are process, equipment and operators qualified and approved in accordance with the specification/manufacturing procedures? Yes ☐ No ☐

G. Are special processes accomplished in accordance with the established process specifications? Yes ☐ No ☐

H. Are records generated and maintained to reflect compliance with the specification requirements? Yes ☐ No ☐

I. Is action taken to correct a special manufacturing process found to be out of control? Yes ☐ No ☐

J. Have any of these special process procedures changed in the last year? If yes, please explain:

_____
_____
_____
_____

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Supplier Quality Survey Questionnaire Status

The following to be completed by BENCHMARK CONNECTOR CORPORATION:

Supplier's Certification Enclosed?	Y		N		Notes:	
Quality Manual Enclosed?	Y		N			
Special Process capabilities?	Y		N		List:	
Survey for compliance to ISO9001 / AS9100?	Y		N		Rev.	If "No" What Spec?
Supplier cage code:					Terms:	
Comments:						

Evaluated by: (Print)	(Sign)	Title:	Date:
Management Approval: (Print)	(Sign)	Title:	Date:
Quality Approval: (Print)	(Sign)	Title:	Date:

RISK GRADING

Risk Number	Risk Factor	PURCHASING Impact Description	Impact Qualification	Probability Qualification
	AVAILABILITY OF PARTS	L) Parts in stock M) Can quickly and easily get parts H) Parts are hard to get	Circle one L M H	Circle one L M H

Key: L – Low, **M** – Medium, **H** - High