



Document Number:
F-P-115-01

Procedure Title: **External Provider Appraisal Questionnaire**

Revision Date: **Rev. 7 10/27/2017**

ISO & AS9100 Applicability: **8.4**

File Name: Supplier Appraisal Questionnaire

Please complete the questions identified in this questionnaire and return. We will use your responses to classify your organization as an approved supplier for ACTRON. Complete and mail (or fax) to:

Company Name:	Actron Entities
Address:	13089 60 th Street N. Clearwater, Fl. 33760
Phone:	(727) 531-5871
Fax:	(717) 531-0433

Your Company Name:	
Name of Person Completing Survey:	
Title:	

Company Profile

- Briefly describe your core products/business:

- Is your company ISO 9001-2000 certified? Yes No

If yes, list your:

Certification number: _____

Registrar: _____

Date of Certification: _____

Note: If you are ISO9001-2000 certified, please make note and complete the appropriate questions within the balance of this survey.



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You are asked to score your company for each of the questions presented below. For each question, place the highest score (0 to 5) that applies to your company, located in the scoring table; if not applicable put N/A. If a follow-up on-site audit is conducted, you will be asked to provide documented evidence for the score you assign.

SCORING

0 points	No system in place. Not done.
1 point	Verbal practice only (informal).
2 points	Procedures are written and appear in a book of company procedures.
3 points	Same as 2 plus there is documented evidence (records) that the procedures are followed.
4 points	Same as 3 plus procedure and practice is followed consistently for all products and processes where the procedure and/or practice apply.
5 points	Same as 4 plus proof of continuous improvement in processes/procedures.

Document and Data Control

Score

Are all documents and data reviewed and approved for adequacy by authorized personnel prior to use?	
Is there control over the distribution of controlled documents?	

Control of Records

Score

Are records stored and controlled for appropriate retention times based on customer requirements?	
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Management Responsibility

Score

Do you evaluate customer satisfaction?	
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Training

Score

Are the training requirements defined for all operations and staff level positions?	
Are there job descriptions for all positions and is there evidence that persons holding those positions meet the qualifications either thru training, education and/or experience?	

Contract Review

Score

Are all customer purchase orders and releases reviewed to ensure that the requirements are adequately defined and documented?	
Is a review made to evaluate your ability to meet the purchase order or release requirements?	



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Product Planning, Design & Development

Score

Do you have systems for Design and Development planning?	
Are Design in-puts and out-puts documented and evaluated?	
Is design REVIEWED and VERIFIED at appropriate stages?	

Purchasing

Score

Are suppliers and sub-contractors selected on the basis of their ability to meet all requirements including quality requirements?	
Do you use an "Approved Supplier List" and are materials only purchased from approved suppliers?	
Do purchasing documents clearly describe the product being ordered and are the documents reviewed and approved prior to release?	

Product Identification and Traceability

Score

Do you have systems and procedures in place to identify product from receiving and all stages of production through delivery?	
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Process Control (does not apply to distributors)

Score

Are there suitable procedures and work instructions to ensure products are manufactured under controlled conditions?	
Are processes evaluated and approved for use prior to the manufacture of product?	
Is process monitoring methods used?	
Are process changes made under controlled conditions (changes are documented and approved)?	

Handling, Storage, Packaging and Delivery

Score

Are there adequate systems and methods in place to ensure that product is handled and stored to prevent damage and deterioration?	
Is the condition of stock assessed at appropriate and defined intervals?	
Is your goal 100% on-time delivery?	



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Inspection and Testing

Score

Do you perform receiving inspection and are records kept?	
Do you perform in-process inspections and are records kept?	
Do you perform final inspections and are records kept?	

Control of Nonconforming Product

Score

Is there a system in place to ensure that a non-conforming or suspect product is identified and segregated to prevent its unintended use?	
Is the authority for review and disposition of non-conforming or suspect product defined?	
Is the product dispositional as rework or sort and re-inspected before being accepted?	

Evaluation of Status *(to be filled out by ACTRON)*

Average Rating:

Comments:

Approved (3.0 and above)	
Not Approved (below 3.0)	
Special Consideration Approval	

Explain:

Authorizing Signature

Date

Management Representative	
Materials Manager	

Note: To calculate the "Average Rating" does not include questions answered as "N/A" - Providing you agree with the "N/A" answer.