

# Fastener Quality System Questionnaire

\_\_\_\_\_ Evaluation \_\_\_\_\_ **Re-Evaluation**

Company Name: \_\_\_\_\_ Year Est. \_\_\_\_\_  
Street: \_\_\_\_\_ P.O. Box \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_  
Phone: \_\_\_\_\_ Toll Free: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
DUNS #: \_\_\_\_\_ GAGE Code: \_\_\_\_\_ GSA Contract: \_\_\_\_\_  
Woman Owned: \_\_\_ Yes \_\_\_ No Veteran Owned: \_\_\_ Yes \_\_\_ No

KEY PERSONNEL:	Title	Email

### Type of Supplier

\_\_\_\_\_ Manufacturer/OEM \_\_\_\_\_ Master Distributor \_\_\_\_\_ Fastener Distributor  
\_\_\_\_\_ Importer \_\_\_\_\_ Service Provider \_\_\_\_\_ Other: \_\_\_\_\_

Please complete the Fastener Quality System questionnaire as accurately as possible. We mandate all purchases for parts and/or services must be approved from External Suppliers and records shall be maintained. As Such, we document the following information to facilitate our decision-making process prior to issuing purchase orders.

### Quality Management System

**Do you maintain an accredited Quality Management System** \_\_\_ Yes \_\_\_ No

Certified to: (Check One) \_\_\_\_\_ ISO9001 \_\_\_\_\_ SAE AS9100 \_\_\_\_\_ SAE AS9120  
\_\_\_\_\_ Other: \_\_\_\_\_

If **“YES”**, please attach a current copy of the registration certificate provided by your registrar and respond to question #7 in the questionnaire below, then sign, date and return to us.

### Supplier Questionnaire

1. Do you allow customers to audit your facilities / processes? \_\_\_ Y \_\_\_ N \_\_\_ NA
2. Do you have a nonconforming material control process that prevents processing and shipment of potential nonconformance's? \_\_\_ Y \_\_\_ N \_\_\_ NA
3. Do you respond to customer complaints in a timely manner? \_\_\_ Y \_\_\_ N \_\_\_ NA
4. Do you perform inspection on products or services and are records maintained?  
\_\_\_ Y \_\_\_ N \_\_\_ NA
5. If providing calibration services:
  - A. Are your certifications traceable to NIST? \_\_\_ Y \_\_\_ N \_\_\_ NA
  - B. Are you accredited to a recognized standard, i.e. (ISO, NADCAP, etc.)?  
\_\_\_ Y \_\_\_ N \_\_\_ NA
6. Do you retain records of processing and verification activities for a minimum of 7 years?  
\_\_\_ Y \_\_\_ N \_\_\_ NA
7. Have read and agree with the Terms and Conditions listed on our website?  
\_\_\_ Y \_\_\_ N \_\_\_ NA
8. Do you maintain a counterfeit prevention program to ensure only qualified and approved items are provided? \_\_\_ Y \_\_\_ N \_\_\_ NA
9. Are employees competent to perform work affecting product/service quality and are records maintained of training and competency? \_\_\_ Y \_\_\_ N \_\_\_ NA

Supplier Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supplier Risk Assessment & Approval

Determined Risk: \_\_\_ Low \_\_\_ Medium \_\_\_ HIGH

Action Plan: \_\_\_\_\_

Evaluation Results: \_\_\_ Accepted Supplier \_\_\_ Reject Supplier

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_