



Jeff Bonner
Research & Development Inc.

10525 Mopac Dr.
San Antonio, TX 78217
Return Survey to Quality Assurance Contact:
John Pesina Quality Assurance
eMail: jpesina@jbrnd.com
Phone:(210) 590-3133
Fax:(210) 590-3155

Supplier Quality System Survey /Audit

MAIL IN / ONSITE

Please complete this Survey and return it to the attention of the Quality Assurance Department within 10 working days. Additional comments may be attached if required to fully explain "NO" answers to questions.

The data furnished herein pertains to your facility and is applicable to the execution of Jeff Bonner R&D Inc. purchase orders. It is agreed that Jeff Bonner R&D Inc. will be notified of any changes in your organization or procedures that may affect conformity verification of applicable supplies or services. It is further agreed that failure to furnish a description of such changes for Jeff Bonner R&D Inc. review or willful misrepresentation of facts specified herein may result in disapproval as a Jeff Bonner R&D Supplier.

SIGNATURE

TITLE

DATE



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Supplier Quality Survey / Audit

Company Name:	
Address:	
City:	State:
Zip:	Country:
Phone No.:	Fax No.:
Organization (Management)	
Name:	Title:
Quality Contact:	Title:
E-mail address:	Phone:

Number of Employees:	Administration:	Quality:
	Production:	Purchasing:
	Engineering:	
Completed by (Signature):		
Title:	Date:	

Type of Business (Check all that apply)

- Manufacturer
 Distributor
 Processor
 Service
 Repair Station
 Other (Explain)

List Proposed / Current Products / Services Provided to Jeff Bonner R&D Inc.:

JEFF BONNER R&D INC. USE ONLY

Supplier Approval Status Level:

- Approved
 Conditional
 Deligated Inspection
 Disapproved

Reason for Conditional / Disapproval Status:

Approved By: _____ **Approval Length:** _____ **Date:** _____



Supplier Quality Survey / Audit

Management Responsibility		YES	NO	N/A
1.	Is this quality policy implemented and available to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does management define and document responsibility and authority of personnel who perform work affecting quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality System		YES	NO	N/A
3.	Is this quality manual available to all employees, and customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Review		YES	NO	N/A
4.	Are contract review records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document and Data Control		YES	NO	N/A
6	Is there a documented procedure for the maintenance, implementation and control of all documents and data associated with meeting the requirements of the Jeff Bonner R&D Inc. Purchase Order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are records of change incorporations documented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing		YES	NO	N/A
8.	Are purchased products verified either upon receipt or at the sub-tiers facility prior to shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is there a process for evaluating, approving and maintaining a list of approved sup-tier suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are there provisions in place to distinguish when Jeff Bonner R&D Inc. and / or its customers require approved sources for special processing or fabrication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is there a documented review of sub-tier quality performance on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control of Customer Supplied Product		YES	NO	N/A
12.	Do documented procedures define control, verification, storage and maintenance of JBRND supplied products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Identification and Traceability		YES	NO	N/A
13.	Are there documented procedures for uniquely identifying and tracking product and / or lot during all stages of production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Control		YES	NO	N/A
14.	Are there documented procedures defining how manufacturing processes and supporting documentation (i.e. router, manufacturing plans, customer controlled planning etc.) are controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are there controls in place which assure traceability and physical protection from damage for all manufactured parts and associated tooling throughout the manufacturing process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Inspection and Testing		YES	NO	N/A
16.	Is there a documented procedure defining inspection and test activities including inspection status (uniquely traceable to inspection personnel) and sample inspection requirements where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are there both in-process and final inspection activities in place to verify that all purchase order, drawing, and contractual requirements are met prior to shipment to Jeff Bonner R&D Inc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	When certification test reports are utilized to accept material, are periodic validations of test results performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Is there a documented procedure defining the inspection, verification and documentation of First Article Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control of Inspection, Measuring and Test Equipment		YES	NO	N/A
20.	Are there documented procedures defining how all inspection, measuring and test equipment within the facility are controlled and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Is all equipment used for acceptance calibrated and traceable to a nationally recognized standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is all calibrated equipment physically identified and traceable as to calibration status and recall dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	When equipment is found to be faulty or out of calibration, are procedures in place to perform an assessment of previous inspection results including the possible recall of product for re-inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspection and Test Status (If testing is performed)		YES	NO	N/A
24.	Is there a documented procedure for defining test status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Are parameters in place which clearly identify test results and who performed the tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control of Non Conforming Product		YES	NO	N/A
26.	Are there documented procedures in regards to the identification, segregation, evaluation, disposition and customer notification of nonconforming material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Are procedures in place to ensure that nonconforming material is either dispositioned <i>rework</i> to print, <i>scrap</i> , <i>return to vendor</i> or submitted to the customer (JBRND) for all Jeff Bonner R&D Inc. designed product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	When a supplier designed product is found to have a major nonconformance (i.e. physical or functional interchangeability, reliability, safety, or part number identification) do supplier procedures ensure that the nonconformity will be submitted to Jeff Bonner R&D Inc. for disposition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action		YES	NO	N/A
29.	Are there documented procedures for issuing Corrective Action to sub-tier suppliers and responding to Corrective Action received from Jeff Bonner R&D Inc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling, Storage, Packaging, Preservation and Delivery		YES	NO	N/A
30.	Are there documented procedures for handling, storage, packaging, preservation and delivery of a product to prevent damage or deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Control of Quality Records		YES	NO	N/A
31.	Are records controlled, maintained and retrievable for a period of no less than 10 years or per customer requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Internal Quality Assessment		YES	NO	N/A
32.	Are internal quality audits scheduled, performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training		YES	NO	N/A
33.	Are training records for personnel performing functions affecting quality maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supplier Response	This section provided to explain any "No Answers"
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