



FN MANUFACTURING LLC SUPPLIER SURVEY

Date: _____

| | | |
|------------------|-------------------------|---|
| Supplier Name: | Surveyor or Self Survey | Self Survey |
| Mailing Address: | FN Approver: | |
| | Approval Yes/No | |
| Ship to Address: | Survey Purpose: | Initial <input type="checkbox"/> X Annual <input type="checkbox"/> Follow up <input type="checkbox"/> |
| Phone Number: | Fax: | |

ORGANIZATION DATA

| | |
|-------------------------------|--|
| Principle Product or Service: | |
| Major Products Manufactured: | |
| Major Customers: | |
| CAGE Code: | |
| DUNS Number: | |
| Type of organization: | |
| Age of Business (Years): | |

Organization

| | |
|---|-------|
| Parent, Subsidiary, or Affiliated Companies (Describe how related): | |
| | |
| Senior Co. Official: | Title |
| Senior Quality Dept. Official: | Title |
| Sales Contact: | Title |

Other Key Company Personnel (Owners, Partners, Officers)

| Name | Title |
|------|-------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

| Yes | No | ACTION: <i>Enclose Organization Chart</i> |
|-----|----|--|
| | | Is your Company listed with the Small Business Administration as a small business concern? |
| | | A large Business Concern? |
| | | A minority - owned business concern? |
| | | A woman owned business concern? |
| | | Does your purchasing have a small business program (SBP) currently in effect? |
| | | Are you prepared to do business in accordance with federal acquisition regulations? |
| | | Labor surplus area? |
| | | Does your company file a 100 EEO-1 Form (Equal Employment Opportunity) annually? |
| | | What is the level of DOD Security Clearance of your facility? |



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FACILITIES

| | | |
|---|---|-----------------|
| Number of Buildings: | Age (years): | Structure Type: |
| Overall Condition of Plant: | | |
| Cleanliness/Safety/Environmental: | | |
| Facilities owned or leased (provide lease expiration date): | | |
| Total Direct and Indirect Floor Space (Square Feet): | Dust Free Space / Clean Room (Square Feet): | |
| Administrative (Square Feet): | Assembly Area (Square Feet): | |
| Engineering and Laboratory Areas (Square Feet): | Machine Shop Area (Square Feet): | |
| Tooling Shop Area (Square Feet): | Inspection Area (Square Feet): | |
| Storage Area (Square Feet): | Other: | |
| Production Equipment (Describe and/or Attach List) | | |
| Inspection Equipment (Describe and/or Attach List) | | |
| Functional Test Equipment (Describe and/or Attach List) N/A | | |
| Laboratory (Describe and/or Attach List) N/A | | |
| Special Processes NDT, Plating, etc. (List Special Process Suppliers) | | |

Personnel: Counts to be Average for last 6 months and current

| | | |
|-----------|------------------|---|
| Total: | Engineering: | Do you have a safety inspector to review and enforce safety practices? |
| Direct: | Manufacturing: | Do you have Labor union agreements? |
| Indirect: | Assembly: | Union Affiliation? |
| | Quality Control: | Do you have a strike agreement? |
| | Administration: | Attach a brief statement of conditions: |
| | | Do you comply with FAR 52.222-6, non-discrimination in employment? (REF Equal Employment Opportunity - FAR 22.8) |
| | | Person to contact for additional information regarding personnel: |

Products and Services

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|--|
| List of major contracts (specifically current or past military, aerospace, or commercial small arms programs): |
| Does your company produce material that may require demilitarization if scrapped, per DFARS 245.7310-1? |
| Do you have work instructions, procedures, or manuals that require approval from a US Government agency? |
| Do you produce material that requires a US Gov't Source Inspection or periodic US Gov't surveillance/audits? |

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| | | |
|--------------------------|------------|--|
| RATING SYSTEM DEFINED | 4 | Mature - The system is solid and strong. In continuous improvement phase at this point. |
| | 3 | Fully Implemented - The system is implemented and solid. |
| | 2 | Partially Implemented - Documented, basic ground work complete, and implementation has begun. |
| | 1 | Development - The system is under development and such evidence is visible. Implementation not started, but employees are being trained, data is being collected, etc. |
| | 0 | System has not been developed. |
| | N/A | Does not apply- cannot be used for Critical Items marked by 'X' |

Critical Items Identified X Indicates a critical item that requires explanation in the Comment Area for a rating of 0, 1, or 2.

Additional Submission Requirements Please attach a copy of the Current Quality Control Manual with the submittal of this document to FNMfg, LLC. Please provide an updated version upon any future revisions.

| CATEGORIES | No. | Question | X | Place a '1' in appropriate column | | | | | | Comments |
|------------|-----|----------|---|-----------------------------------|---|---|---|---|-----|----------|
| | | | | 4 | 3 | 2 | 1 | 0 | N/A | |

| | | | | | | | | | | |
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| 1. Quality Management System | 1 | Management Reviews / Business Reviews are conducted regularly, making management aware of all critical aspects of the business. | | | | | | | | |
| | 2 | Executive Management awareness and engagement with Customer Quality Issues is assured through a standing update process/meeting. | | | | | | | | |
| | 3 | Employees are empowered to stop production for unmet process quality requirements | X | | | | | | | |
| | 4 | A written manual of Quality Control Procedures is available and maintained for use by all applicable personnel | X | | | | | | | |
| | 5 | The Quality System is derived from an industry specification such as: ISO 9001:2000/2008, ISO/TS 16949:2002, AS9100B/C, etc. <i>(Please specify which standard under "Comments")</i> . | | | | | | | | |
| | 6 | The Quality System Procedures Manual is updated continually to the latest industry practices, and requirements of the customer/Government Agency. Procedure Manual implements elements affirmatively answered in this report. | | | | | | | | |
| | 7 | Adequate Quality/Process Control procedures exist for inspecting material at receipt. | X | | | | | | | |
| | 8 | Adequate Quality/Process Control procedures exist for inspecting material during in-process work. | X | | | | | | | |
| | 9 | Adequate Quality/Process Control procedures exist for inspecting material before shipping to customer. | X | | | | | | | |
| | 10 | Documentation for the above inspection processes is available and accessible to the cognizant point of use (via operator instructions, travelers, checklists, etc) | X | | | | | | | |

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| 2. Internal Audit | 1 | An internal quality audit process exists that assures compliance to existing procedures, documents, and standards. | X | | | | | | | |
| | 2 | Audits are scheduled and performed on the basis of the status and importance of the activity being audited. | | | | | | | | |
| | 3 | Audits are performed by personnel independent of the area being audited. | X | | | | | | | |
| | 4 | Personnel performing audits are properly trained and qualified. | | | | | | | | |
| | 5 | Audit records indicate whether quality activities comply with and address the effectiveness of the quality system. | | | | | | | | |
| | 6 | Audit results are brought to the attention of personnel having responsibilities in the areas audited. | | | | | | | | |
| | 7 | Audit results brought to the attention of senior management for action when required. | | | | | | | | |
| | 8 | Procedures require management to take timely corrective action for areas found deficient. | X | | | | | | | |
| | 9 | Procedures provide for follow-up actions to ensure corrective actions, and are properly implemented and effective in precluding recurrence. | | | | | | | | |
| | 10 | Internal audits are conducted of off-site and weekend activities. | | | | | | | | |
| 3. Contract Review & Subtier Flowdown | 1 | Procurement procedures address material control, segregation of material, nonconforming material, & material traceability for subtier-provided items. | X | | | | | | | |
| | 2 | A Supplier Manual or similar document exists for subtiers defining purchase order requirements, expectations, etc. | X | | | | | | | |
| | 3 | Procurement procedures ensure that special processes (heat treat, coating, plating, etc) requiring customer approval are submitted to customer before subcontracted manufacturing or inspection begins. | | | | | | | | |
| | 4 | Procurement documents are reviewed by quality personnel for adequacy of quality requirements and approval sources. | | | | | | | | |
| | 5 | Customer contract amendments are reviewed with subtier if applicable. | | | | | | | | |
| | 6 | Evaluation process exist for subtier Subcontractors and Suppliers, prior to placing orders. | X | | | | | | | |
| | 7 | The Quality System provides for effective corrective action with a subtier (e.g. formal Corrective Action Request for issues found at the subtier) | X | | | | | | | |
| | 8 | Procurement procedures contain requirements that customer's contract or purchase order takes precedence in conflicts and disputes, including existing specification requirements. | | | | | | | | |
| | 9 | Subtier workmanship, materials, procedures, & sampling plans are available for review and approval by FNMLLC and/or US Govt customer | X | | | | | | | |
| | 10 | Review is conducted of all contracts or orders for customer requirements, and provides for coordination of the functional areas (sales, engineering, quality, etc). | X | | | | | | | |

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| 4. NCM, C/P Action | 1 | Rejected material is identified, segregated and controlled in accordance with established Non-Conforming Material (NCM) procedure. | X | | | | | | | |
| | 2 | NCM segregated from other material to prevent inadvertent use or delivery. | X | | | | | | | |
| | 3 | NCM identified to the applicable rejection document (NCM report, Corrective Action Request, etc). | X | | | | | | | |
| | 4 | NCM procedures identify authority & responsibility of personnel performing preliminary and/or material review disposition on NCM. | X | | | | | | | |
| | 5 | "Use As-Is" and/or repair dispositions are submitted to customer for concurrence/approval as required. | X | | | | | | | |
| | 6 | When corrections are made to processes that produced the NCM, the effectiveness is reviewed and monitored. | X | | | | | | | |
| | 7 | Procedures exist for investigating and recording root causes of nonconformances related to product, process, and quality system. | X | | | | | | | |
| | 8 | The Corrective Action (C/A) System uses the concept of "turn it on and turn it off" to prove true root causes have been identified. | | | | | | | | |
| | 9 | Every C/A is addressed at 2 levels: 1.) "Functional Failure" - what caused the part to be NCM, 2.) "System Failure" - what part of the Quality System did not exist or broke down that allowed the part to be made and shipped. | | | | | | | | |
| | 10 | Preventive Action is determined after every problem solving activity. | | | | | | | | |
| 5. Receiving Insp. | 1 | Written receipt inspection procedures exist to verify specified requirements for the product are met. | X | | | | | | | |
| | 2 | Appropriate handling of materials occurs during the receiving inspection process. | | | | | | | | |
| | 3 | Receiving Inspection plans drive sampling size, frequency, characteristics, criteria. | | | | | | | | |
| | 4 | Reaction plans for NCM found in Receiving Inspection and are followed by personnel. | X | | | | | | | |
| | 5 | Random samples are pulled for dimensional evaluation. | | | | | | | | |
| | 6 | Random samples are pulled for Chemical or Metallurgical evaluation. | | | | | | | | |
| | 7 | Material awaiting inspection is identified and segregated from material that has been accepted or rejected. | | | | | | | | |
| | 8 | A defined method exists for the identification and verification of raw sheet and bar materials against specification requirements. | X | | | | | | | |
| | 9 | Material which has been through receiving inspection is positively identified to indicate its status (i.e. accepted or rejected). | | | | | | | | |
| | 10 | Records of date of receipt and results of inspection and tests are maintained. | X | | | | | | | |

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| 6. Material Control | 1 | Adequate process and procedures exist for control of storage and issuance of materials. | X | | | | | | | |
| | 2 | Inspection status of all material in process is readily determinable at all times during storage and processing. | X | | | | | | | |
| | 3 | Storage containers, racks, bins, and similar are adequate for the type of material stored. | | | | | | | | |
| | 4 | Records are maintained showing which job, contract or customer materials were issued to. | X | | | | | | | |
| | 5 | The material control system accounts for the number of pieces manufactured, tested, scrapped, and rejected. | | | | | | | | |
| | 6 | The production control, logistic or traceability system allows tracking of parts through the plant by Job, Lot, etc. | X | | | | | | | |
| | 7 | If traceability is lost, there is a procedure in place to re-establish material control. | | | | | | | | |
| | 8 | In-process materials properly handled and protected. | X | | | | | | | |
| | 9 | The type and quantity of inspection equipment available is adequate for the type of work being accomplished. | X | | | | | | | |
| | 10 | Facility conditions: Adequate lighting, ventilation, and temperature controlled for the type of manufacturing involved. | X | | | | | | | |
| 7. In-Process | 1 | Adequate procedures for in-process control of fabrication, assembly, and inspection. | | | | | | | | |
| | 2 | Routers, In-Process Travelers, or similar are used for the sequence and control of operations and inspections. | | | | | | | | |
| | 3 | The procedure and traveler provides for first piece as well as in-process inspections. | | | | | | | | |
| | 4 | In-process travelers reflect drawing and/or specification requirements and change level. | X | | | | | | | |
| | 5 | Inspection points are adequately called out and properly sequenced on in-process documents. | X | | | | | | | |
| | 6 | The traveler or similar document specifies engineering characteristics and tolerances. | | | | | | | | |
| | 7 | Actual measurement readings recorded during in-process inspections. | | | | | | | | |
| | 8 | Adequate in-process rejection and acceptance identification exists. | X | | | | | | | |
| | 9 | Adequate in-process corrective action is taken and properly documented when required. | X | | | | | | | |
| | 10 | Statistical Process Control utilized in the process. | | | | | | | | |

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| 8. Final Inspection & Shipping | 1 | There are adequate procedures to control the final acceptance of the materials and services before ship out. | X | | | | | | | |
| | 2 | Tests and inspections are conducted by Quality Personnel. | | | | | | | | |
| | 3 | Procedures and practices prevent the release for shipment of products prior to final acceptance. | X | | | | | | | |
| | 4 | The documentation includes entries for recording measurements and acceptance parameters when applicable. | | | | | | | | |
| | 5 | Contractual marking requirements are verified at final/ship-out inspection. | | | | | | | | |
| | 6 | The re-inspection/ test criteria is clearly identified. | X | | | | | | | |
| | 7 | If applicable, Government and/or Customer Source Inspection is performed and accepted for release prior to shipment. | | | | | | | | |
| | 8 | Adequate procedures exist for control of shipping materials and components. | X | | | | | | | |
| | 9 | Material in Final Inspection/Shipout is identified to indicate its inspection status in accordance with material control procedures. | X | | | | | | | |
| | 10 | Materials that are designated for shipment are properly identified, handled and protected. | X | | | | | | | |
| 9. Metrology | 1 | Adequate procedures exists for the control and scheduled frequency of measuring and test calibration. | X | | | | | | | |
| | 2 | An effective record system exists that shows evidence of adherence to established calibration schedules, and reflects date of last calibration, due date, rework and calibrator's identification. | X | | | | | | | |
| | 3 | There a marking system used in conjunction with a record system to substantiate adherence to established calibration identification. | X | | | | | | | |
| | 4 | Procedures provide for the removal from service of any equipment that has not been maintained or calibrated in accordance with established schedules | X | | | | | | | |
| | 5 | If gages or measuring tools are found out-of-calibration, there is a system in place for determining impact on previously accepted products and notifying customers who may have received affected product. | X | | | | | | | |
| | 6 | Employee-owned tools & gauges used for product acceptance are subject to the same controls as company-owned equipment. | | | | | | | | |
| | 7 | Procedures provide for a periodic review of calibration history records to determine validity of the established calibration interval. | X | | | | | | | |
| | 8 | All standards are calibrated at established intervals to higher-level standards traceable to the National Institute of Standards and Technologies. | X | | | | | | | |
| | 9 | Measuring equipment safeguarded from adjustments that would make the measurement invalid. | X | | | | | | | |
| | 10 | Environmental conditions are controlled to the extent necessary to assure continued measurements of the required accuracy. | X | | | | | | | |

10. Data Control & OQE

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|----|--|---|--|--|--|--|--|--|--|
| 1 | Adequate procedures exist for the control of drawing and contract changes. | X | | | | | | | |
| 2 | Quality personnel conducts reviews of technical documents and any changes thereto; reviews are documented. | | | | | | | | |
| 3 | Records maintained to ensure applicable engineering drawings, notices, and specifications are in use by production and inspection. | | | | | | | | |
| 4 | The system guarantees the removal of obsolete specifications, drawings, and other control data from the manufacturing and inspection areas. | X | | | | | | | |
| 5 | Adequate procedures exist for the control of acceptance and rejection identification. | | | | | | | | |
| 6 | The use of stamps and/or signatures is adequate throughout the supplier's operations, including electronic signatures. | | | | | | | | |
| 7 | There are means for assuring the accuracy of records, including objective quality evidence (OQE), and verifying compliance to specification or contractual requirements. | | | | | | | | |
| 8 | Procedures exist for correction/revision defined to assure documentation integrity, and records are stored in a manner to prevent damage or loss. | | | | | | | | |
| 9 | Records are available for on site review by customer and/or Government representatives. | X | | | | | | | |
| 10 | Records are maintained for the period of time specified by contract. | X | | | | | | | |