

DRAWING NUMBER 80-1038	REVISION H	TITLE Supplier Assessment Questionnaire	PAGE 1 of 3
WRITTEN BY: JS	DATE: 27-June-2013	APPROVED BY: JP	DATE:
PRODUCT RESOURCES INC. NEWBURYPORT, MA USA	NOTICE: THIS DOCUMENT IS PROPRIETARY AND ITS CONTENTS ARE THE EXCLUSIVE PROPERTY OF PRODUCT RESOURCES INC. THIS DOCUMENT MAY NOT BE REPRODUCED IN ANY FORM WHATSOEVER, WITHOUT PRIOR WRITTEN PERMISSION FROM PRODUCT RESOURCES INC.		

This form completed by: ___ Supplier
 ___ Product Resources Representative

Instructions

1. All "yes/no" questions shall be answered by placing an "X" in the appropriate space. All other questions are to be answered as specifically requested.
2. Use the "notes" space to clarify responses as needed. Please clarify "N/A" responses.
3. All answers must reflect your company's current status. Anticipated or proposed procedures or capabilities must be identified as such.
4. Quality and Purchasing will review your responses and will follow up if any additional information is needed.
5. Return to:

Product Resources, Inc.
 Attn. Quality Assurance Department
 4 Mulliken Way
 Newburyport, MA 01950

978-462-1860 fax

Company Information

Company Name : _____ Date: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____

Inside Sales:	Ext.	E-Mail:
_____	_____	_____
Sales Manager:	Ext.	E-Mail:
_____	_____	_____
Quality Assurance Mgr.:	Ext.	E-Mail:
_____	_____	_____
Accounts Receivable:	Ext.	E-Mail:
_____	_____	_____
Engineering/Product Mgr.:	Ext.	E-Mail:
_____	_____	_____

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Please select the nature of your business

Sheet Metal Shop		Machine Shop		Cable Assembly	
PCB Assembly		PCB Fabricator		Labels	
Print House		Packaging		Other: Please explain	

How many years has your company been in business? _____

Current Quality System

Are you ISO9001:2008 certified? _____

If so, please attach a copy of your certificate

If not, what type of Quality System do you have in place? _____

Personnel

Number of Employees: _____

Contract Review

1. Do you have a procedure in place to confirm your ability to deliver on time and per our current revision print?
2. Do you have the ability to receive orders via E-Mail?
3. Do you have the ability to confirm orders via E-Mail or fax?
4. Have you received, read and understood the requirements of our Supplier Guidelines Manual? (Doc# 43-2248 Can be found on our website www.prodres.com)
5. Do you review your delivery performance to your customers on a regular basis? If yes, please provide a sample report.

Yes	No	N/A	Notes

Rejected Material/Returns

1. Do you have an RMA system in place?
2. What is your return policy?

Yes	No	N/A	Notes

Quality

1. Can your company process a Supplier Corrective Action Request (SCAR)?
2. What is your typical turn around time on response to SCAR's?
3. If your company manufactures PCB assemblies, do you practice IPC-A-610 Class 1 or better? If not what other standard do you practice?
4. If your company manufactures wire and cable assemblies, do you practice IPC-A-620 Class 1 or better? If not what other standard do you practice?
5. Do you provide a Certificate of Compliance with every shipment?

Yes	No	N/A	Notes