TFG Auditor: Wherever possible ask the supplier for supported evidence of compliance. Request to copy, and or photograph: forms, reports, certificates, or visual evidence to support the supplier's capabilities. Request only random proof in an effort to utilize your time most efficiently.

1. General Information

Company Name_____Date_____ Division/Subsidiary of_____

Address _____

City, State, Zip_____

Phone Number_____ Email Address_____

Manufacturer ☐ Distributor ☐ Process ☐ Facility ☐ Research & Development ☐ Service ☐

Product/Service at This Facility_____ Military/Aerospace_____ Commercial_____ Other_____

Years in business _____

If reorganized or changed locations within the last five years list previous name, location, and years in business

_____

2. Organization

Title	Name	Phone	Email
CEO			
General Manager			
Quality Manager			
Sales			

Component or quality issues should be discussed with _____

Surveys or corrective actions should be sent to _____

Personnel Totals

Company _____ Management _____ Engineering_____ Production _____ Quality _____

Total Plant Area_____

Present Production is _____ % of full capacity

Number of Shifts_____

Survey completed by_____ Title _____

Please answer all questions. Circle answer that applies.

3. Quality

a. List Measurement Equipment. Eg, CMM, profile projector, 2.5D vision, hand tools, etc.

_____

b. List Non-Destructive Testing capabilities. Eg, Magnetic Particle, Florescent Penetrant, Ultrasonic, Radiography, etc.

_____

c. List Manufacturing equipment. Eg, Lathes, mills, grinding, etc. Plating lines, painting lines, etc.

_____

ISO/TS? Registered? _____ When? _____ By Whom_____

Certificate Registration Number(s): _____

4. Quality Assurance Structure

a. Are quality policies defined and documented?	Yes	No	N/A
b. Does your company generate quality plans in accordance with specified customer requirements?	Yes	No	N/A
c. Is there a sufficient staff to implement these policies?	Yes	No	N/A
d. Is there an organization chart showing the relationship between the QC Inspection function and other departments?	Yes	No	N/A

Comments

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5. Receiving Inspection

a. Is incomming product inspected in accordance with purchase order requirements?	Yes	No	N/A
b. Are prints and specs available and used?	Yes	No	N/A
c. Are tools, gages, test equipment and facilities available and adequate?	Yes	No	N/A
d. Are test reports and certification received when required?	Yes	No	N/A
e. Are certifications reviewed and kept on file regarding processing performed by outside sources?	Yes	No	N/A

Comments

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6. Stocking and Storage

a. Is incoming product segregated and identified as to part number and inspection status?	Yes	No	N/A
b. Are raw materials stored in a controlled area and identified for traceability?	Yes	No	N/A
c. Is all product packaged to prevent damage?	Yes	No	N/A
d. Is first in, first out stock rotation in effect?	Yes	No	N/A
e. Is shelf life and age control material identified and controlled?	Yes	No	N/A
f. Do you have a system in place to assure traceability?	Yes	No	N/A

Comments

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7. In-Process and Final Inspection

a. Are parts, components and assemblies identified for sequence of production and in-processinspection by use of route cards, travelers, etc.? ..... Yes No N/A
b. Are latest prints, change orders and specs available and in use? ..... Yes No N/A
c. Are inspection stations adequate? ..... Yes No N/A
d. Are inspection and test procedures available and in use at inspection stations? ..... Yes No N/A
e. Are accepted material identified and show evidence of inspection? ..... Yes No N/A
f. Does final inspection verify that all previous operations have been satisfactorily completed? ..... Yes No N/A
g. Are appropriate methods utilized for the protection of the quality of product after final inspection? ..... Yes No N/A

Comments

8. Packaging, Handling, Storage, Preservation and Delivery

a. Are there established and documented procedures for handling, storage, packaging, preservation and delivery? ..... Yes No N/A
b. Are there designated storage or stock areas used to prevent damage or deterioration pending use or delivery? ..... Yes No N/A
c. Are appropriate methods utilized for authorizing receipts and dispatch of material? ..... Yes No N/A
d. Is adequate control provided to assure that packaging, marking and shipping papers are in accordance with requirements and proper documentation accompanies shipment? ..... Yes No N/A
e. Are controls provided to assure all applicable inspection and test operations have been satisfactorily completed? ..... Yes No N/A

Comments

9. Product Control

a. Are machines, tools and equipment adequate to perform operation? ..... Yes No N/A
b. Is the condition and maintenance of machines and equipment adequate? ..... Yes No N/A
c. Is the quality organization responsible for maintaining surveillance over records of processes which involve chemical solutions, heat, humidity, cleanliness, etc.? ..... Yes No N/A
d. Is there a planned preventative maintenance program is effect? ..... Yes No N/A
e. Is statistical process control used to control processes? ..... Yes No N/A

Comments

10. Records

a. Are inspection records maintained during receiving, in-process and final acceptance? ..... Yes No N/A
b. Are calibration records maintained for tool and gage control? ..... Yes No N/A
c. Are records maintained to assure adherence to identification and traceability? ..... Yes No N/A
d. Are records maintained on file? ..... Yes No N/A
e. Is statistical process control used to control processes? ..... Yes No N/A

Comments

11. Drawing and Change Control

a. Are changes to any documents reviewed and made by the same function that developed the document? ..... Yes No N/A
b. Does a master revision list or some other document control method exist to ensure that obsolete documents and drawings are not used? ..... Yes No N/A
c. Are obsolete documents removed form your system or marked to indicate "For Reference/Historical use only"? ..... Yes No N/A
d. Are customer furnished drawings, specifications and subcontracted changes controlled? ..... Yes No N/A
e. Do job travelers, shop orders, routing sheets, etc. indicate correct drawing change level? ..... Yes No N/A

Comments

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12. Calibration-MIL-STD-45662A, AN1Z540, ISO 10012 (Tools, Gages & New Equipment)

a. Are all measuring and test equipment calibrated/certified on a regular basis? ..... Yes No N/A
b. Are calibration records maintained? ..... Yes No N/A
c. Are the calibration/certification records traceable to NIST, NIM or other recognized national or international standards? ..... Yes No N/A
d. Is all measuring or test equipment identified with the calibration status? ..... Yes No N/A
e. Is employee owned inspection equipment controlled in the same manner as company owned inspection equipment? ..... Yes No N/A
f. Are environmental conditions controlled to the extent necessary to assure continued measurements of required accuracy? ..... Yes No N/A

Comments

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13. Non-Conforming Material

a. Is non-conforming product identified and segregated from conforming product? ..... Yes No N/A
b. Are records maintained for disposition of non-conforming product? ..... Yes No N/A
c. If reworked or repaired is product re-inspected in accordance with the customer's requirements? ..... Yes No N/A
d. Does your company have its own M.R.B.? ..... Yes No N/A

Comments

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14. Inspection and Testing Documentation

a. Are all inspection instructions clear, complete and current? ..... Yes No N/A
b. Are there instructions for the inspection and testing of raw materials, work in process, and completed items as required by the item specification and contract requirements? ..... Yes No N/A
c. Do the instructions provide criteria for approval or rejection of products? ..... Yes No N/A

Comments

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15. Sampling Inspection

a. Does your company use sampling inspection? ..... Yes No N/A
b. Is a recognized standard available and a plan written around it? ..... Yes No N/A

Comments

16. Corrective/Preventative Action

a. Are the causes of non-conformance or non-compliance investigated and resolved? ..... Yes No N/A
b. Are corrective/preventative actions implemented to prevent reoccurrence? ..... Yes No N/A
c. Are processes, procedures, records and customer complaints reviewed and analyzed in order to improve your standards of quality? ..... Yes No N/A
d. Are preventative actions implemented that will prevent potential non-conformances or non-compliances? ..... Yes No N/A
e. Are procedures revised to reflect any changes brought about as a result of corrective or preventative action? ..... Yes No N/A
f. Is the effectiveness of corrective or preventative action verified? ..... Yes No N/A
g. Is there a system in place to obtain corrective action from a Sub-Seller? ..... Yes No N/A

Comments

17. Sub-Seller Control

a. Are the latest prints, changes and specifications supplied to a Sub-Seller? ..... Yes No N/A
b. Does your company require test reports and certificates of conformance from Sub-Sellers? ..... Yes No N/A
c. Does your company perform quality surveys and are approved lists maintained? ..... Yes No N/A
d. Are purchase orders controlled to ensure incorporation of all pertinent, technical and quality requirements? ..... Yes No N/A

Comments

18. Customer Returns

a. Is there a documented process for returned customer material? ..... Yes No N/A

Comments

19. Applies to MIL-Q-9858 or ISO9001

i. Quality Program Organization

a. Does the established program identify the organizational element responsible for each of the various quality efforts? ..... Yes No N/A
b. Do the personnel performing the quality functions have sufficient authority, responsibility and freedom of action to identify and evaluate quality problems and initiate, recommend, or provide solutions? ..... Yes No N/A
c. Does management regularly review the status and adequacy of the Quality Program? ..... Yes No N/A

Comments

ii. Quality Program Planning

a. Does your company perform initial quality planning as early as possible? ..... Yes No N/A
b. Does planning include the research needed for developing all the advanced or new testing an inspection techniques required? ..... Yes No N/A
c. Has action been taken to make the controls for special requirements compatible throughout manufacturing, inspection and testing? ..... Yes No N/A
d. When required by purchase order, is a quality plan or applicable line item specification submitted and approved? ..... Yes No N/A

Comments

iii. Contract/Purchase Order Review

a. Does your company conduct a complete review to identify and provide for special or unusual contract and quality requirements? ..... Yes No N/A
b. Does quality monitor customer changes for inclusion into your Company's documentation? ..... Yes No N/A

Comments

iv. Work Instructions

a. Are documented work instructions available and used for all work operations which affect quality? ..... Yes No N/A
b. Are standards available for each work operation? ..... Yes No N/A
c. Are instructions compatible with associated inspection and testing requirements? ..... Yes No N/A
d. Do Supervisors, Managers and inspectors make proper use of work instructions? ..... Yes No N/A
e. Are work instructions reviewed for accuracy, completeness, updating and worker Yes No N/A compliance? ..... Yes No N/A

Comments

v. Cost Related to Quality

a. Has your company determined the specific quality cost data that it needs? ..... Yes No N/A
b. Is the data being collected? ..... Yes No N/A
c. Does the data identify the cost prevention or corrective of defects or both? ..... Yes No N/A
d. Is the cost data used in managing quality? ..... Yes No N/A
e. Is trend data available in indicating progress in quality improvement? ..... Yes No N/A

Comments

vi. Purchase Order Review

a. Does your company require your Sub-Sellers to have effective control of product quality? ..... Yes No N/A
b. Do the purchasing documents contain all of an item's specific design, manufacturing and testing requirements? Yes No N/A
c. Do purchasing documents contain all other routine and special requirements,
i.e. routine manufacturing and testing requirements? ..... Yes No N/A
d. Do purchasing documents provide for buyer and/or Government Source Inspection when appropriate? ..... Yes No N/A
e. Are requirements for necessary test and inspection of raw materials specified? ..... Yes No N/A
f. Is complete and appropriate control of design changes required of all Sub-Sellers? ..... Yes No N/A
g. Does Quality review Purchase Orders prior to release? ..... Yes No N/A

Comments

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vii. Quality Audit

a. Are documented procedures established and maintained for planning and implementing audits to verify whether quality related activities and results comply with planned arrangements in order to determine the effectiveness of the quality system? ..... Yes No N/A
b. Are audits scheduled on a basis of the status of importance of the activity to be audited? ..... Yes No N/A
c. Are the personnel performing audit activities independent of the activity being audited? ..... Yes No N/A
d. Do management personnel take timely corrective action for the areas audited? ..... Yes No N/A
e. Are follow-up activities performed to verify and record the implementation and effectiveness of the corrective action taken? ..... Yes No N/A

Comments

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_____

viii. Training

a. Are documented procedures established and maintained for identifying the training needs and provide for the training of all personnel performing activities affecting quality? ..... Yes No N/A
b. Are personnel performing tasks qualified on the basis of appropriate education, training and/or experience, as required? ..... Yes No N/A
c. Are training records maintained? ..... Yes No N/A

Comments

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ix. Statistical Techniques

a. Are methods established for identifying the need for statistical techniques? ..... Yes No N/A
b. Are methods established for controlling and verifying process capability and product characteristics? ..... Yes No N/A
c. Are documented procedures established and maintained to implement and control the application of statistical techniques? ..... Yes No N/A

Comments

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20. Materials-Purchasing and Planning

a. How does your company receive purchase orders?

b. What kind of Manufacturing System or MRP does your company have?

c. What type of Inventory Control System does your company have? (MRP, Two Bin, Min./Max., or Other)

d. Who does your company's purchasing?

e. How does your company select suppliers?

f. How are past due/open order reports handled?

g. Does your company have a shortage tracking system?

h. What type of quality data is recorded/maintained?

i. Does your company have a quality/delivery rating system for suppliers?

j. How does your company measure "on time" performance relative to specific customers?

k. How and when do you advise your customers of potential schedule/quality issues?

L. How are parts coordinated with shipping and matched to customer due dates?

21. Quality for Heat Treat Facilities

a. Total number of furnaces

b. Largest furnace load area

c. Is furnace temperature uniformity tested at regular intervals?..... Yes No N/A

If yes, how often? _____

In accordance with which specification?

d. Is control thermocouple accuracy checked regularly?..... Yes No N/A

If yes, how often? _____

In accordance with which specification?

e. Are quench media periodically checked? ..... Yes No N/A

f. Are records kept of all tests and calibrations referenced above? ..... Yes No N/A

If not, indicate which ones are not. _____

g. Are Rockwell Hardness Testing Machines calibrated at regular intervals? ..... Yes No N/A

If yes, how often? _____

h. Is control thermocouple accuracy checked regularly? ..... Yes No N/A

If yes, how often? _____

i. Is inspection equipment labeled according to calibration date? ..... Yes No N/A

j. Do instructions to the shop include all customer requirements? ..... Yes No N/A

Comments

_____

_____

Manufacturer/Distributor Quality/Product Survey
Survey/Audit Result Details

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The following information to be completed by TFG USA administration

Approved ☐ **Disapproved** ☐ **Conditional Approval** ☐

Remarks

_____

Signature _____ Title _____ Date _____