



1701 W. Tacoma
Broken Arrow, OK 74014

July 7, 2014

Supplier Procurement Survey

Dear Supplier,

As part of our efforts to provide quality products and materials to our valued customers, our quality systems must be fully compliant with ISO 9001:2000. As a result, we have adopted a vendor evaluation, which includes completion of the attached survey.

The enclosed Supplier Quality Survey is to be completed and returned to the person/address shown below within 30 days of receipt.

In addition to this survey, new suppliers must provide to Oseco a current copy of the EICC (Electronic Industry Citizenship Coalition) Conflict Minerals Reporting Template. The template identifies the name and location of the smelter used for the "Conflict Materials". The template can be obtained at www.conflictreesmelter.org. The supplier must update EICC reporting template and provide an updated copy to Oseco when any new smelter supplier is added to their supply base.

These are requirements of our quality system. Quality Assurance, Purchasing or any other group or entity involved with outside suppliers will conduct these surveys periodically, as determined to be necessary. Completion of this survey and the Conflict Minerals template is a requirement for vendors to remain on Oseco's Approved Supplier List.

Some questions may not pertain to your facility. Where applicable, write comments or other process information as it pertains to orders placed by Oseco, Inc. Please be as informative and complete as possible with your comments.

Your cooperation is greatly appreciated.

Darrel Bilke
Quality Assurance Manager
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Section 1: General Information

Company Name: _____

Parent Company Name (if applicable): _____

Facility Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if not same as above): _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Website: _____

Type of Business: Manufacturing Machine Shop Job Shop Assembly
 Processing Service Distributor Consultant
 Other: _____

Primary Products/Services: _____

List of current major customers: _____

Section 2: Organization/Management

President/General Manager: _____

Quality Manager: _____ Reports to: _____

Number of Employees: QA/QC: _____ Manufacturing: _____ Total: _____

Section 3: Quality Approval/Certifications

List all Accredited 3rd party certifications held (ie: ISO 9001) and attach a copy of each certificate: _____

Questionnaire Completed by: _____ Date: _____

Title: _____ E-mail: _____

Note: Unless otherwise instructed by OSECO, vendors with a valid ISO 9001 or equivalent accreditation are not required to complete the following sections upon submission of Quality Manual.



Section 4: Quality Assurance/Control Capabilities

Questions	Yes	No	Comments
Are statistical methods used in your QA/QC or processing systems?			
Are parts, materials, or service purchase orders reviewed to ensure they contain applicable quality requirements?			
Are incoming shipments inspected to purchase order requirements, including dimensions, chemical, physical, and process (A/R)?			
Are sampling plans in use? If yes, what plan?			
Is there a system for process/material traceability?			
Is there a system for control and protection of customer-supplied materials or equipment?			
Is rejected material withheld from further processing?			
Are deliverable items traceable to a manufacturing lot?			
Are certifications provided for material or tests?			
Are material certifications maintained on file?			
Are there any parts/materials with sensitive age or storage conditions?			
Is there a material review system?			

Questions	Yes	No	Comments
Are there written inspection test plans and procedures?			
Are there receiving, in process, and final inspection test plans in place?			
Do reworked or repaired items get re-inspected?			
Is there a formal document control system?			
Is there a procedure for removing obsolete drawings from use?			
Is there a required document/record retention period? If so, how long?			
Is there a system for customer notification if contract delivery date, quantities, or conformance will not be met?			
Is there a system for control and calibration of test and measuring equipment?			
Are records of calibration and servicing of test and measuring equipment maintained?			
Are special processes such as plating, painting, heat-treating, x-ray, etc. performed in accordance to detailed written procedures?			
Is there a preventative/corrective action system?			
Is there a documented training program for employees? If yes, are there records of individuals trained?			
Are periodic audits of the company's Quality System performed to verify compliance? If yes, please furnish a copy of a recent audit.			



Questions	Yes	No	Comments
Does a government Quality Assurance representative service your company? If yes, itinerant or resident?			
Is there a system for informing customers of upcoming obsolescence in any materials, processes, or sub-tier suppliers? If obsolescence is planned, please explain.			
Are there contingency plans in place to continue business in the event of a catastrophe? If yes, explain.			