

APL Vendor QA Program Evaluation Survey  
Evaluation Worksheet

VQA-Eval WS-2006-06

Required Info Questions		Answer	Points
a	Did the company fill out the latest version of QA evaluation form?		-31
a.1	Is a certificate of ISO registration included in the submittal? (Required for DMS)		0
a.2	Is a copy of the manufacturer's quality assurance/control manual provided?		-31
b	Is an organization chart provided?		-31
c	Is a manufacturing process video provided?		-31
d	Did the company provide a list of principal customers they have sold products/services similar to that being provided to FDOT in the past two years?		-3.3
e	Has the company been audited by an outside company and did they include a report of the inspection results?		-6.6
f	Did the company provide their approved vendor list? A print out from existing vendor rating system		-6.6
g	Did the company provide documentation stating that they have received any industry certifications and/or met any National Quality Standards (NQS).		-3.3
	<b>Video: Did the company provide real-time video during a typical workday of their:</b>		
	- Manufacturing plant?		-31
	- Plant equipment, machinery, and special tooling?		-3.3
	- Support and/or test equipment? and		-3.3
	- Manufacturing work and testing in progress?		-31
	<b>Video: Did the company provide a description of the process and documents that will provide and maintain their quality system?</b>		-31
	<b>Video: Did the company provide a description of the inspection and tests necessary to ensure conformance with FDOT specifications?</b>		-3.3
	<b>Video: Did the company provide at least one interview with a QA personnel?</b>		-31
	<b>Added to final score</b>	<b>Score</b>	<b>-278</b>

3.1 Management Responsibilities		Explanation	Documents	Evidence	Grade	Comments
a	What system is in place for ensuring that the quality policy is understood throughout all levels of the organization? Who is responsible for this?				F	
b	Describe the positions and number of internal personnel responsible for performing quality program reviews/audits. In doing so, please address the following: 1. How often are these reviews/audits performed? 2. Provide records of your last two internal reviews/audits?				F	
3.2 Design Control		Explanation	Documents	Evidence	Grade	Comments
a	Describe the general procedure used for design and development of a product. Include the following: 1. Who is responsible for the planning of each design and development activity? 2. What positions make up the design development team? 3. How is design input requirements related to the product identified and documented? 4. How are designs outputs documented and reviewed? 5. Describe the role quality management plays in product design reviews. 6. Provide copies of documents generated from such activities.				F	
3.3 Purchasing		Explanation	Documents	Evidence	Grade	Comments
a	What criteria are used to evaluate and select subcontractors, suppliers and vendors? Are they required to meet any quality standards? Provide the documents that describe the type and extent of control exercised by your company over subcontractors, suppliers and vendors?				F	
b	Do you have a "Vendor Rating System"? If so, please explain the system and show where it is defined and documented. Address the following in your explanation: 1. How do different evaluation/selection criteria apply for different types of subcontractors? 2. What types of training and certification has a person undergone in order to be qualified as an auditor in your facilities? 3. How can a subcontractor, supplier, or vendor become disqualified?				F	
c	Do you have an "Approved Supplier List"? If so, provide the list and describe how the list is maintained and updated? Who is responsible for maintaining this list?				F	
3.4 Product Identification and Traceability		Explanation	Documents	Evidence	Grade	Comments
a	Describe how product identification and traceability are established and maintained throughout receiving, production, delivery, and installation? Address the following in your explanation: 1. What documentation system has been established for this purpose? 2. Are parts, lot, or batch numbers used? How are these identification numbers assigned? 3. Provide examples (e.g. pictures, labels) showing the product identification and traceability information on the finished product.				F	

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3.5 Process Control		Explanation	Documents	Evidence	Grade	Comments
a	What statistical techniques are used to monitor and verify manufacturing process capability and stability? Estimate the number of processes statistically monitored in your system. Provide examples of control charting if used.				F	
b	What quality related trainings and certification programs has upper management arranged and provided for personnel? Address the following in your explanation: 1. What type of personnel is required to participate in these events? 2. How often do these events take place? 3. Is there any statistical process control specialist available in the organization? If so, please describe their responsibilities. 4. Has anyone within the organization received Six-Sigma training? If so, please describe their responsibilities.				F	
3.6 Inspection and Testing		Explanation	Documents	Evidence	Grade	Comments
a	Describe your receiving inspection and testing procedures of raw materials or components. Address the following in your explanation: 1. What statistical sampling technique is used (e.g. 100% testing, random testing, etc.)? 2. How are the damaged materials handled? 3. What data is maintained to provide feedback to your purchasing procedures?				F	
b	Who is authorized to perform in-process and final inspection testing of the manufactured products? Include names and position descriptions.				F	
c	Describe the procedure for in-process or final inspection product failure. Address the following in your explanation: 1. How and where are inspection and testing results recorded? 2. Provide examples of the test records showing whether the product passed or failed inspection and identify the inspector.				F	
3.7 Controlling Measuring and Test equipment		Explanation	Documents	Evidence	Grade	Comments
a	Describe the procedures used for inspection and calibration of tools, gauges, and test equipment. Address the following in your explanation: 1. Who ensures that measuring and test equipment is calibrated and adjusted at predetermined intervals? 2. How are un-calibrated items identified, recalled and managed? 3. What certifications of calibration are on file? Provide the latest copy of certificates of all equipments that require calibration.				F	
3.8 Controlling Nonconforming Products		Explanation	Documents	Evidence	Grade	Comments
a	Describe the procedures established for the identification, marking and segregation of discrepant material? Where are these procedures defined and documented? Provide examples (e.g. pictures, labels) of the identification and/or marking of discrepant material.				F	
3.9 Corrective and Preventative Action		Explanation	Documents	Evidence	Grade	Comments
a	Describe the procedures for implementing corrective action. Address the following in your explanation: 1. What triggers corrective action? 2. Who is responsible for investigating the causes of nonconformities and recording the results of the investigation? Include names and position descriptions. 3. How do records indicate the nature of deficiencies and the positive corrective action taken? Provide an example copy of these records.				F	
b	Describe the procedures for implementing preventative action. Address the following in your explanation: 1. Who is responsible for determining and implementing the necessary steps to deal with problems requiring preventive action? Include names and position descriptions. 2. How is the effectiveness of preventative action measured?				F	
c	Describe the procedure for handling customer complaints and reports of product nonconformities.				F	