

FRONTIER ELECTRONIC SYSTEMS SUPPLIER SURVEY REPORT

TYPE OF SURVEY: Mail-Out On-Site Phone Recertification Follow-up

Surveyor: _____ Survey Date: _____

SUPPLIER CLASSIFICATION: Group I Group II Other _____

SUPPLIER'S QUALITY SYSTEM

A. SUPPLIER **SURVEY DATE:** _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Quality Manager: _____ Phone: _____ **Email:** _____
Supplier Contact: _____ Phone: _____ **Email:** _____
Website: _____

B. SURVEY INFORMATION (FES)

1. Surveyed to: MIL-Q-9858 Rev. _____, MIL-I-45208 Rev. _____
 Process per Attachment _____, ISO9000 _____, AS9100 _____

C. SUPPLIER INFORMATION

1. Identify below or attach a list of the types/categories of Products Manufactured:

2. Number of shifts: 1 _____, 2 _____, 3 _____	YES	NO
Number of employees: _____		
3. Number in Quality: _____ Years in business: _____		
4. Do you have a delegated active Material Review Board?	_____	_____
a. Delegated by? _____		
5. Calibration performed: In-house _____, Outside: _____, Both: _____		
6. Is GSI (Government Source Inspection) available?	_____	_____
a. Is GSI resident _____ Itinerant _____		
7. Percent Government business: _____%		
8. Is a Security Clearance required for visiting your facility?	_____	_____
a. If YES, which level: Confidential _____, Secret: _____, Other: _____		
9. Is the Supplier an OEM, franchised distributor, or a non-franchised distributor?		
OME <input type="checkbox"/> Franchised Distributor <input type="checkbox"/> Non-franchised Distributor <input type="checkbox"/>		

D. SUPPLIER BACKGROUND INFORMATION

1. Supplier's experience with FES purchase orders: None _____, Past _____, Present _____

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a. If past or present, list product types: _____

2. Supplier's major customers and programs:

Customer	Program	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Is the Supplier ISO 9000 Certified? Yes: No:

ISO 9001 Other: _____

List any other Certifications presently held

Certification	Specification	Certified By
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Please attach a copy of your Company's ISO Certification (if applicable) or any other pertinent Certifications

4. List Process Capabilities:

Process	In Accordance with	Mil-Spec
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. FINANCIAL INFORMATION

1. Name and Address of your Banking Institution.

Account: _____

Contact: _____

2. Name and Address of Three Credit References
(Concerns from whom you may have Purchases Materials)

Name	Address	Contact	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. If Major sales volume is to be considered, please send/attach the following for the past 2 years:

- a. Financial Statement
- b. Balance Sheet
- c. Profit & Loss Statement
- d. Uses of Funds Report
- e. Annual Sales Revenue

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If a copy of current, valid ISO Certification is provided, completion of section F thru EE is not required, with the exception that all suppliers must complete Section R, Questions 6a thru 6e, and sign and date the report at the bottom.

F. ORGANIZATION

1. QA/QC Management

Name:	Title	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

2. Manufacturing Management

Name	Title	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

3. Sales Management

Name	Title	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

4. What is the number of Inspection Personnel in your facility? _____

5. How many are Full-Time _____ Part-Time _____

6. What is the Ratio of Production Direct Personnel to Inspection Direct Personnel _____ :

7. Do you have a company organization chart? Yes No N/A

8. Do you have a Quality Organization chart? Yes No N/A

9. Does your Company have a Quality Manual? Yes No N/A

NOTE: Please return a copy of your Quality Manual with this survey if Yes.

(Copy of Quality Manual not required if a copy of current, valid ISO certification is provided.)

10. Is your Quality System in Accordance with:

MIL-Q-9858 _____	MIL-I-45208 _____	MIL-STD-45662 _____	ISO _____
DAR 7-103.5 _____	FAR 52.246-2 _____	Other _____	

YES NO N/A

11. Is there a MIL-I-45208 Inspection plan in Lieu of a Quality Manual? _____

12. Does your Quality Manual describe Quality's responsibility and Authority? _____

13. Is your Quality Manual/Inspection plan available for use by all Quality Personnel? _____

14. Your Quality Manual/Inspection plan is issued to: (Mark all that Apply)

Managers Supervisors Inspectors Others

15. Is the Inspection/Test system documented? _____

16. Are specific inspection/test procedures included? _____

17. Do Personnel performing quality functions have sufficiently well-defined _____

responsibilities, authority, and organizational freedom to:

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- a. Identify and evaluate quality problems? _____
- b. Initiate, recommend or provide solutions? _____
- 18. Are there inspection plans and product flow charts prepared and maintained, that show the location of inspection stations? _____
- 19. Does documentation show that management regularly reviews the status of the quality program? _____

G. INITIAL QUALITY PLANNING **YES NO N/A**

- 1. Are contracts reviewed to identify and make timely provisions for special or unusual quality requirements? _____

H. WORK INSTRUCTIONS **YES NO N/A**

- 1. Are all inspections and tests documented? _____
 - a. Does this include in-process inspections/tests? _____
 - b. Is documentation clear, complete and current? _____
 - c. Is documentation available? _____
- 2. Are detailed instructions used for all operations that affect quality? _____
- 3. Are instructions reviewed/monitored by Quality for:
 - a. Accuracy? _____
 - b. Completeness? _____
 - c. Worker compliance? _____
- 4. Are personnel trained in the use of Work Instructions, Procedures, etc. _____

I. QUALITY RECORDS **YES NO N/A**

- 1. Are current, complete and accurate records of quality activities on file and maintained? _____
- 2. Do inspection/test records indicate the:
 - a. Nature and number of observations made? _____
 - b. Number and types of deficiencies found? _____
 - c. Quantities approved and suspended? _____
 - d. Nature of corrective action? _____
- 3. Does management action reflect the use of quality records data and analysis? _____
- 4. Are in process inspections documented in such a manner as to provide a positive inspection status of items/materials? _____
- 5. Does your company perform any Sampling Inspections? _____
- 6. Are Records maintained as a source of objective Quality Evidence and traceable to Sub-Suppliers, for review by Customer/Government Agencies? _____
- 7. Number of Years maintained? _____

J. CORRECTIVE ACTION **YES NO N/A**

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1. Does your Company maintain a Corrective Action system?	_____	_____	_____
2. Does corrective action extend to suppliers?	_____	_____	_____
3. Do you take Corrective Action on buyer reported deficiencies?	_____	_____	_____
4. Is product examination conducted on scrap and rework to determine the extent and causes of defects?	_____	_____	_____
5. Is the effectiveness of corrective action reviewed?	_____	_____	_____
6. Are statistical analyses used to identify quality trends and gain corrective action?	_____	_____	_____
a. Does data include items submitted to the customer?	_____	_____	_____
b. Are causes of potential defects identified and corrected?	_____	_____	_____
c. Are there charts and graphs that reflect sufficient data, causes and corrective actions to substantiate adequate process controls thus assuring the quality of the product?	_____	_____	_____
 K. COSTS RELATED TO QUALITY	YES	NO	N/A
1. Is quality cost data collected and used as a management tool to prevent or correct unfavorable trends and minimize total expenditures?	_____	_____	_____
2. Does management know the cost of scrap and rework in comparison to the cost of preventing scrap and rework?	_____	_____	_____
 L. DRAWINGS, DOCUMENTATION AND CHANGE CONTROL	YES	NO	N/A
1. Are the latest applicable engineering drawings, specifications, and instructions available at the time and place of inspection?	_____	_____	_____
a. Of test?	_____	_____	_____
b. Of production?	_____	_____	_____
2. Are there written procedures describing change control for items such as Engineering Changes, Deviations, and Waivers?	_____	_____	_____
3. Do records show the effectivity of change incorporation?	_____	_____	_____
4. Do procedures ensure the current levels, completeness and adequacy of drawings?	_____	_____	_____
5. Are obsolete drawings removed from operating areas?	_____	_____	_____
6. Are there procedures for processing change proposals that require government and/or customer approval?	_____	_____	_____
7. Is there sufficient documentation to produce articles in conformance with design and engineering requirements?	_____	_____	_____
8. Are configurations listed on the contract/purchase order(s) flowed thru production to final inspection?	_____	_____	_____
 M. MEASURING AND TEST EQUIPMENT	YES	NO	N/A

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1. Is a list of measuring/test equipment available and maintained?	_____	_____	_____
2. Is calibration performed: In-house_____, Outside_____, Both_____?			
3. Does the calibration system comply with MIL-STD-45662?	_____	_____	_____
4. Is the specialized test equipment used for acceptance purposes in calibration?	_____	_____	_____
5. Are the necessary gauges and test equipment available?	_____	_____	_____
6. Is the test and measuring equipment properly maintained?	_____	_____	_____
7. Are the measurement standards certified and traceable to current government standards?	_____	_____	_____
8. Does the equipment control system:			
a. Prevent the use of inaccurate equipment?	_____	_____	_____
b. Provide for prompt repair and replacement?	_____	_____	_____
9. Are the supplier's subcontractors required to have a system which ensures the accuracy and calibration of their test and measuring equipment?	_____	_____	_____
10. Is the measuring and test equipment used for acceptance purposes identified to indicate the date last calibrated, by whom, and next calibration date?	_____	_____	_____
11. Are approved test procedures or tech manuals used to calibrate special test equipment?	_____	_____	_____
 N. PRODUCTION TOOLING USED AS A MEDIA OF INSPECTION	YES	NO	N/A
1. Is all tooling used as inspection equipment proved for accuracy prior to use?	_____	_____	_____
2. Is such tooling re-inspected at established intervals?	_____	_____	_____
3. Are tooling re-inspection intervals as frequent as needed?	_____	_____	_____
4. Is computer tooling (tapes, discs, downloads, etc.);	_____	_____	_____
a. Proved for accuracy prior to use?	_____	_____	_____
b. Under configuration verification and control?	_____	_____	_____
c. Periodically re-verified for accuracy?	_____	_____	_____
 O. USE OF SUPPLIER'S INSPECTION EQUIPMENT	YES	NO	N/A
1. Is inspection/test equipment made available to customer Quality for verification of the supplier's results?	_____	_____	_____
2. Are supplier personnel provided to perform/assist if needed?	_____	_____	_____
3. Are all associated inspection/test documentation available for Government/FES review?	_____	_____	_____
 P. ADVANCED METROLOGY REQUIREMENTS	YES	NO	N/A
1. Are requests for proposals and/or contracts reviewed to identify unusual precision measurement requirements?	_____	_____	_____
2. Does the review include the identification of precision measurement needs that exceed the known "State of the Art"?	_____	_____	_____
 Q. CONTROL OF PURCHASES – RESPONSIBILITY	YES	NO	N/A

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- | | | | |
|---|-------|-------|-------|
| 1. Do you have a Qualified Supplier List or equivalent? | _____ | _____ | _____ |
| 2. Are Quality surveys used to qualify/re-qualify suppliers? | _____ | _____ | _____ |
| 3. Are components procured from only a Qualified Products List (QPL) or other Government/FES approved list/suppliers? | _____ | _____ | _____ |
| 4. Is part of the criteria for supplier selection based upon the supplier's past record of performance? | _____ | _____ | _____ |
| 5. Do you have a method of removing obsolete and unacceptable suppliers? | _____ | _____ | _____ |
| 6. Are quality surveys and source inspections utilized for ensuring product quality? | _____ | _____ | _____ |
| 7. Is receiving inspection used to assure product quality? | _____ | _____ | _____ |

R. CONTROL OF PURCHASES - PURCHASING DATA **YES NO N/A**

- | | | | |
|--|-------|-------|-------|
| 1. Do purchasing documents contain a complete description of the supplies ordered and include by statement or reference all requirements for Mil-Spec, configuration, manufacturing, inspection, testing and packing? | _____ | _____ | _____ |
| 2. Does the supplier maintain complete control of any design changes requested or required by their suppliers? | _____ | _____ | _____ |
| 3. Are purchase orders screened/monitored for all quality requirements including the use of only approved suppliers? | _____ | _____ | _____ |
| 4. Are established written procedures utilized for the Quality Control of purchased materials and services? | _____ | _____ | _____ |
| 5. Do you require, and maintain on file, all certifications of material if required by purchase order? | _____ | _____ | _____ |
| 6. Do you have a counterfeit parts avoidance process in place compliant with AS5553? <u>Any No or N/A responses to below questions require a written explanation to be submitted as an addendum to the Supplier Survey.</u> | _____ | _____ | _____ |
| a. Are there any counterfeit parts issues (reference GIDEP, ERAI, and other tools); | _____ | _____ | _____ |
| b. Supplier's vendor selection process prefers authorized sources; | _____ | _____ | _____ |
| c. Supplier has compliance procedures for moisture sensitive product handling standards; | _____ | _____ | _____ |
| d. Supplier has requirement for minimal inspection to IDEA-STD-1010 of product purchased from unauthorized suppliers; and | _____ | _____ | _____ |
| e. Supplier has procedures for containment and non-return of parts deemed to be counterfeit. | _____ | _____ | _____ |

S. MATERIAL CONTROL **YES NO N/A**

- | | | | |
|---|-------|-------|-------|
| 1. Are all materials and supplies inspected upon receipt to assure technical conformance? | _____ | _____ | _____ |
| 2. Are raw materials inspected for conformance to the applicable physical, chemical and technical requirements using lab analysis as necessary? | _____ | _____ | _____ |
| 3. Are Materials traceable to the Chemical/Physical Analysis, Certifications | _____ | _____ | _____ |

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	_____	_____	_____
4. Do receiving inspection records indicate acceptance or rejection of incoming material, including quantities?	_____	_____	_____
5. Do you require your suppliers to exercise the same controls for raw materials?	_____	_____	_____
6. Are there controls to prevent the use of non-conforming raw materials?	_____	_____	_____
7. Does your company have controls to properly segregate customer furnished material and assure its use in the intended end item?	_____	_____	_____
8. Does your company have procedures for the control and issuance of material for production use?	_____	_____	_____
9. Do you maintain shelf-life controls over all material where applicable?	_____	_____	_____
T. PRODUCT PROCESSING AND FABRICATION	YES	NO	N/A
1. Do you have published workmanship standards?	_____	_____	_____
a. What basic standard does the Workmanship Manual satisfy? MIL-STD-454_____, MIL-STD-2000A_____, Other:_____	_____	_____	_____
2. Are production operations accomplished under controlled conditions?	_____	_____	_____
3. Is accept/reject criteria being provided for product inspections and for monitoring methods, equipment and personnel?	_____	_____	_____
4. Does Quality monitor	_____	_____	_____
a. The processing environment?	_____	_____	_____
b. The necessary degree of certification, inspection, and authorization required for special and complex processes?	_____	_____	_____
5. Is adequate criteria provided for significant accept/reject decisions	_____	_____	_____
U. COMPLETED ITEM INSPECTION AND TESTING	YES	NO	N/A
1. Are completed items given a final inspection/test?	_____	_____	_____
2. Does final inspection verify that items conform to the latest drawing configurations listed on the purchase order?	_____	_____	_____
3. Is final test performed to customer approved documentation?	_____	_____	_____
4. Is final inspection, acceptance and/or test performed either by, or under the surveillance of Quality control?	_____	_____	_____
5. Is re-inspection and re-test performed on all items that have been reworked, repaired or modified after initial testing?	_____	_____	_____
a. Is this documented in a procedure?	_____	_____	_____
V. HANDLING, STORAGE, AND DELIVERY	YES	NO	N/A
1. Are there adequate work and inspection instructions for the handling, storage and delivery of material?	_____	_____	_____
2. Are all items, which can deteriorate or corrode, properly cleaned and preserved prior to and during storage?	_____	_____	_____
3. Does all material to be stored show evidence of inspection?	_____	_____	_____
4. Are controls in use to assure packaging to Contract Requirements?	_____	_____	_____

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	YES	NO	N/A
W. NON-CONFORMING MATERIAL			
1. Are discrepant materials promptly and adequately identified and separated from normal work operations?	_____	_____	_____
2. Is nonconforming material identified to the applicable rejection document?	_____	_____	_____
3. Is nonconforming and scrap material segregated? How is it identified? _____	_____	_____	_____
4. Are adequate holding areas available and used?	_____	_____	_____
5. Are there written procedures for:			
a. Controlling non-conforming supplies?	_____	_____	_____
b. Repair, rework and dispositioning?	_____	_____	_____
c. Only using customer/government approved standard repairs?	_____	_____	_____
d. Statistically controlling the use of standard repairs?	_____	_____	_____
6. Is there a functioning Material Review Board (MRB)?	_____	_____	_____
7. Is MRB or customer approval required prior to any repair?	_____	_____	_____
8. Are the responsibilities of MRB defined and documented?	_____	_____	_____
X. INDICATION OF INSPECTION STATUS	YES	NO	N/A
1. Are inspection stamps or other quality status devices used and controlled?	_____	_____	_____
a. Are they different from the Government's/FES's stamps?	_____	_____	_____
2. Is the identification and inspection status of each article maintained from the time of receipt of material through delivery to the customer?	_____	_____	_____
Y. STATISTICAL QUALITY CONTROL	YES	NO	N/A
1. Do personnel have instructions for performing sampling inspection?	_____	_____	_____
2. Is sampling inspection/test only performed per the requirements of MIL-STD-105, MIL-STD-414 or other Government/FES approved plans?	_____	_____	_____
3. Do you know the degree of protection afforded by your sampling methods and techniques?	_____	_____	_____
Z. COORDINATED FRONTIER AND/OR GOVERNMENT/ SUPPLIER ACTIONS	YES	NO	N/A
1. Do purchasing documents require customer or Government source inspection of subtier suppliers only when the customer and/or government so requests?	_____	_____	_____
2. Are copies of applicable purchase documents provided to the customer rep at the subtier's facility?	_____	_____	_____
a. Does this include all applicable referenced documents?	_____	_____	_____
3. When GSI is required, are the clauses of Paragraph 7.1 of MIL-Q-9858A or 3.11 of MIL-I-45208A in the supplier's purchasing documents?	_____	_____	_____
AA. GOVERNMENT FURNISHED MATERIAL (GFM)	YES	NO	N/A
1. Is GFM examined upon receipt for quantity, completeness and type?	_____	_____	_____
2. Is functional test performed when required by contract?	_____	_____	_____

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3. Is GFM properly identified and protected from unauthorized use or disposition?	_____	_____	_____
BB. DAMAGED GFM	YES	NO	N/A
1. Is GFM examined upon receipt to detect damage in transit?	_____	_____	_____
2. Are precautions taken during storage against damage and deterioration?	_____	_____	_____
a. Are these precautions and storage areas monitored?	_____	_____	_____
3. Does the supplier record and report to the Government Rep GFM that is found damaged, malfunctioning, or is otherwise unsuitable for use prior to, during or after installation?	_____	_____	_____
4. Is GFM properly notated on the supplier's shipping documents?	_____	_____	_____
CC. GOVERNMENT PROPERTY - BAILED PROPERTY	YES	NO	N/A
1. Does the supplier inspect bailed property periodically?	_____	_____	_____
2. Does the supplier adequately store and maintain bailed property?	_____	_____	_____
3. Are records of inspection and maintenance of bailed property available for review by the Government Rep.?	_____	_____	_____
DD. TRAINING AND CERTIFICATION	YES	NO	N/A
1. Are certification programs monitored by Quality?	_____	_____	_____
2. Are operations personnel trained in the use of basic procedures?	_____	_____	_____
3. Are special process operators trained and certified?	_____	_____	_____
EE. ELECTROSTATIC DISCHARGE (ESD)	YES	NO	N/A
1. Does the company have a documented ESD control program?	_____	_____	_____
ANSI/EIA-625 _____, MIL-HBK-263 _____, MIL-STD-1686 _____			
2. Are personnel instructed in the requirements of ESD control applicable to their function?	_____	_____	_____
3. Do manufacturing documents include specific instructions for ESD control?	_____	_____	_____
4. Are ESD workstations utilized during all phases of ESD sensitive hardware manufacturing and handling?	_____	_____	_____
5. Do packaging/shipping personnel utilize proper procedures and materials in the handling/packaging of ESD sensitive items?	_____	_____	_____
6. Is ESD test equipment properly calibrated?	_____	_____	_____
7. Do you have a FOD prevention process in place compliant with MIL-STD-980 or equivalent?	_____	_____	_____

THE DATA FURNISHED HERewith IS CORRECT AND RECORDS ATTESTING TO THE ABOVE ARE ON FILE AND AVAILABLE FOR CUSTOMER/GOVERNMENT REVIEW

Typed Name

Title

FRONTIER ELECTRONIC SYSTEMS SUPPLIER SURVEY REPORT

Signature

Date

Please attach any documentary evidence of governmental acceptance of your Quality Program
NOTE: Upon completion, return to:

FRONTIER ELECTRONIC SYSTEMS CORP.

4500 W 6th Ave

STILLWATER, OK **74074**

ATTN: Purchasing Manager

Or Fax to:

405-624-5355

ATTN: Purchasing Manager

ANY QUESTIONS?

405-624-1769