



4501 N.W. 103 Ave., Sunrise, Florida 33351
 Phone (954) 746-9929 FAX (954) 746-9448
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www.benchmarkconnector.com

Document no: F-0840-012

Rev: E

Rev. Date: 12/14/2021

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SUPPLIER QUALITY SURVEY

Supplier Name _____

Address _____

Phone Number _____ Fax _____

Email _____

Quality Assurance Representative _____

Quality Assurance Title _____ Email _____

Account Representative _____ Email _____

Principle type of service provided _____

No. of Company Employees: _____ No. of Quality Control Staff: _____

Are you approved by either of the following nationally recognized Quality organizations?

ISO 9001 Rev. _____ AS 9100 Rev. _____

Recertification Date _____ Cert No. _____

Is your company in compliance to FARS 52.204-23? Yes No

In accordance with section 1634 of Division A of the National Defense Authorization Act for Fiscal Year 2018, the Federal Government prohibits the use of hardware, software, and services of Kaspersky Lab and its related entities by the Federal Government on or after October 1, 2018.

Does your company comply to FAR 52.222-50(h) Anti-Human Trafficking Compliance? Yes No

Do you have an Anti-Human Trafficking plan in place? Yes No

Have you reviewed Benchmark's Code of Conduct? Yes No



If you hold a valid ISO9001-2015 / AS9100:2016 (Rev D) Certification, please stop here, print name, sign and date this form below and attach your certificate to this Supplier Quality Survey. (All others: Please print name, sign, date and **continue with survey...**)

Note: Benchmark Connector Corporation must be informed of any significant changes in location, facility, personnel, manufacturing capabilities, product line, BENCHMARK CONNECTOR CORPORATION approvals, etc.

Supplier Representative <i>(Please Print)</i>	Authorized Signature Title <i>(Please sign)</i>	Date of Acknowledgement



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QUALITY SYSTEMS AND MANUAL

- A. Is there an established quality system? Yes No
- B. To what specifications or standards? _____
(Please specify Certifications)
- C. Does the quality manual adequately describe the quality system? Yes No
- D. Is the quality manual available to appropriate personnel? Yes No
- E. Is the quality system documentation kept current and readily available to employee's BENCHMARK CONNECTOR CORPORATION, and auditors? Yes No
- F. Does the quality control manual and/or other documentation include a detailed description of:
1. The organization and relationship of the QC department to the rest of the organization? Yes No
 2. An assignment of personnel and responsibilities? Yes No
 3. The revision control system for the quality system documentation? Yes No
 4. Record keeping system? Yes No
 5. Shelf life control? Yes No
 6. Control of incoming discrepant parts and supplies? Yes No
 7. Receiving inspection procedures? Yes No
 8. Test and inspection equipment calibration program? Yes No
 9. Storage facilities and specifications? Yes No
 10. Part identification system? Yes No
 11. Inspection stamp Control? Yes No

2. INTERNAL AUDIT / EVALUATION PROGRAM

- A. Is there an established documentation self-audit/evaluation program which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action? Yes No



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3. FACILITIES

Do storage areas provide;

- A. Adequate space and appropriate racks to preclude damage or mishandling? Yes No
- B. Secure from unauthorized access? Yes No
- C. Segregation of non-conforming materials? Yes No

4. TRAINING AND AUTHORIZED PERSONNEL

- A. Are personnel who performed inspection, shipping, and receiving functions properly trained? Yes No
- B. Are inspection personnel properly authorized? Yes No
- C. Are either formal classroom, on-the-job training documented and maintained? Yes No
- D. Is a roster of personnel authorized to perform inspection functions maintained? Yes No
- E. Is there a section within the training program that addresses product awareness, health, safety, and ethical behavior? Yes No

5. PROCUREMENT

- A. Does the system assure special requirements are adequately communicated to the procurement source? Yes No
- B. Does the system assure that parts conform to the BENCHMARK CONNECTOR CORPORATION Purchase Order, and that any changes are approved in writing by BENCHMARK CONNECTOR CORPORATION? Yes No
- C. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality rating history for each source? Yes No
- D. Do you have a system in place that specifies the approval of products, Services, methods, processes and equipment in the release of products And services? Yes No

5. RISK MANAGEMENT

- A. Is there a risk management system in place that identifies, assesses and communicates risk based thinking? Yes No



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B. Is there an assignment of responsibilities and facilitators who Manage process risks? Yes No

C. Is the Risk system initiated within the company's Key Process Indicators? Yes No

6. RECEIVING INSPECTION

A. Does the inspection program include:

1. A check for obvious physical damage? Yes No

2. Verification of appropriate accessories installed? Yes No

3. Verification of part number, model number, etc? Yes No

4. Verification of quantity and part numbers matches the purchase order? Yes No

5. Verification that all appropriate documentation is archived? Yes No

6. VISUAL check for general workmanship and quality? Yes No

7. Are inspection stamps controlled by a formal system? Yes No

7. MEASURING AND TEST EQUIPMENT

A. Are measuring & test equipment controls in place which provide for appropriate storage, usage, and calibration traceable to the National Institute of Standards and Technology? Yes No

B. Is a system in place to assure documentation of current calibration status? Yes No

C. Is a system in place that documents the equipment used for required measurements listed on travelers and work orders? Yes No

8. MATERIAL CONTROL

A. Is material handled in an appropriate manner and protected from damage & deterioration? Yes No

B. Are storage areas periodically checked for overall effectiveness? Yes No

C. Is batch/lot control maintained for all parts? Yes No

D. Is there a system in place for recall control which ensures full traceability? Yes No



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E. Does the system require the packaging to identify the manufacturer, distributor, P/N, lot number, cage code, etc.?
Yes No

F. Does the system have a procedure for storage of flammable, toxic, or volatile materials?
Yes No

G. Does a closed loop system exist to implement corrective action following detection of sub-standard or non-conforming parts?
Yes No

H. Does the system require training and awareness of counterfeit parts?
Yes No

9. SHELF LIFE CONTROL

A. Does the quality system include a system for identifying and controlling shelf life limited parts.
Yes No

10. CERTIFICATION

A. Will you provide Certificates of Conformance for the products that you sell?
Yes No

B. Will you provide lot number traceability for the products you sell?
Yes No

11. SHIPPING

A. Does the system require Mil-Spec or equivalent packaging as appropriate for the units being shipped, or as specified by BENCHMARK CONNECTOR CORPORATION?
Yes No

B. Does the quality system provide for a visual inspection of all items and documentation prior to shipping?
Yes No

12. RECORDS

A. Does the record system require record retention for at least 10 years from the date of sale to BENCHMARK CONNECTOR CORPORATION?
Yes No

B. Does the system provide serial number or lot & batch traceability?
Yes No

C. Are records readily available and identifiable for each purchase?
Yes No

D. Are records protected against damage, deterioration and loss?
Yes No

13. DATA CONTROL

A. Is there a Configuration Index Document listing all Data under configuration control?
Yes No

B. Is obsolete and non-current media recalled and purged?
Yes No



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C. Are there methods and facilities to protect computer programs from unauthorized access, inadvertent damage, or degradation? Yes No

D. Is Data identified/marked externally/internally in accordance with the engineering drawing requirements? Yes No

E. Does the quality system provide for maintaining technical data in a manner that ensures such data is up-to-date and accessible?
Yes No

14. **CONTROL OF SUB-TIER SUPPLIER SPECIAL PROCESSES**

A. Do you use outside sources for special processing (i.e. plating, heat treating, welding, etc.)? Yes No

B. Are these sub-contracted special process suppliers approved by Benchmark Connector Corporation? Yes No

C. Please list any special processes that are sub-contracted:

D. Are written procedures provided for special processes? Yes No

E. Is the equipment required for special processes available and calibrated? Yes No

F. Are process, equipment and operators qualified and approved in accordance with the specification/manufacturing procedures? Yes No

G. Are special processes accomplished in accordance with the established process specifications? Yes No

H. Are records generated and maintained to reflect compliance with the specification requirements? Yes No

I. Is action taken to correct a special manufacturing process found to be out of control? Yes No

J. Have any of these special process procedures changed in the last year? If yes, please explain:



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Supplier Quality Survey Questionnaire Status

The following to be completed by BENCHMARK CONNECTOR CORPORATION ONLY:

Supplier's Certification Enclosed?	Y		N		Notes:			
Quality Manual Enclosed?	Y		N					
Special Process capabilities?	Y		N		List:			
Survey for compliance to ISO9001 / AS9100?	Y		N		Rev.	If "No" What Spec?		
Supplier cage code:					Terms:			
Comments:								
Evaluated by: (Print)	(Sign)				Title:	Date:		
Management Approval: (Print)	(Sign)				Title:	Date:		
Quality Approval: (Print)	(Sign)				Title:	Date:		
RISK GRADING								
Risk Number	Risk Factor	PURCHASING Impact Description			Impact Qualification		Probability Qualification	
	AVAILABILITY OF PARTS	L) Parts in stock M) Can quickly and easily get parts H) Parts are hard to get			Circle one		Circle one	
		L	M	H	L	M	H	
Key: L – Low, M – Medium, H - High								