



P.O. Box 688 / Muskegon, MI 49443 / Phone (616) 755-3741 / Fax (616) 755-3740

DISTRIBUTOR SURVEY REPORT of

Company Name: _____

Survey Performed by _____ Date _____

Reviewed by _____ Date _____

Survey Number _____

- Vendor: Approved
 Not Approved
 Conditional Approval

VENDOR SURVEY REPORT

FACILITY DATA

Supplier		Telephone	
Street		City	State Zip
Number of Employees	Total	Quality	Production Engr
Number of Plant Locations		Annual Sales \$	Years in Business
Major Customers			
Major Product Lines			
Union		Contract Expiration Date	Last Strike
Parent Company			
Are You (Check):		Attach Copy of:	
<input type="checkbox"/> Small Disadvantaged Business Concern <input type="checkbox"/> Larger Business Concern <input type="checkbox"/> In a Labor Surplus Area – Code Number <input type="checkbox"/> Small Business Concern <input type="checkbox"/> Women-Owned Small Business Concern		(only if marked) <input type="checkbox"/> Organizational Chart <input type="checkbox"/> Capabilities Brochure <input type="checkbox"/> Quality Improvement Program <input type="checkbox"/> Quality Manual <input type="checkbox"/> Latest Annual Report (Kaydon to Obtain Copy of D & B)	

SUPPLIER PERSONNEL

Chief Executive Officer		President
Department Heads		
Sales		Operations Mgr
Accounting		Purchasing
Engineering		Manufacturing
Quality Control/Assurance		Q.C. Second in Charge
Reports To		Title

QUALITY SYSTEM ORGANIZED PER: MIL-Q-9858 MIL-I-45208 ISO 9000 Other

Kaydon Corporation certification procedures may require initial and periodic on-site review of process operations and procedures. This includes interviews with personnel directly associated with the process(es). With this understanding, the attached questionnaire has been completed and Kaydon Corporation is requested to consider the facility for certification as a supplier.

VENDOR SURVEY REPORT

DISTRIBUTOR CAPABILITIES CHECK (✓)

BAR STOCK	MOLDED RUBBER
SEAMLESS TUBING	STAINLESS WIRE SHAPES
ROLLED RING FORGINGS	SHIMS
OPEN DIE HAMMER FORGINGS	PHENOLIC & RUBBER SEALS
CLOSED DIE FORGINGS	RUBBER/PLASTIC SEAL STRIP
FLASH BUTT WELDED RINGS	THINSHELL STAMPING
PLATE - FLAME CUT	RIVETS/PINS/FASTENERS
WELD RINGS	STAMPING
CENT CAST BRONZE/BRASS	SPRINGS
SAND CASTING BRONZE/BRASS	WIRE SEPARATORS
SAND CASTING IRON/STEEL	PHENOLIC SEPARATORS
CAST/MACHINED ALUM. PLATE	STAMPED/SOLDERED BRASS SEPARATOR
C.R. STRIP STOCK	POWDERED METAL
C.D. WIRE/WIRE ROD	LUBRICANTS
ROLLERS	PLATING
BALLS	PAINTING
MOLDED PLASTIC	PACKAGING
CHEMICAL MILLING	STAMPING/COINING
MACHINING - ALL TYPES	SPINNING
DYNAMIC BALANCING	PEENING/SAND/SHOT BLAST
GEAR CUTTING/GRINDING	WIRE DRAWING
TREPANNING	TESTING
WELDING	OTHER
HEAT TREATING	

				DISTRIBUTOR SURVEY REPORT
Yes	Marginal	No	Comments	SECTION A –GENERAL
				1. Are customer purchase orders reviewed for quality requirements and specifications?
				2. Are test reports and raw material certifications kept on file and available if requested by the customer?
				3. How long are these records kept? _____
SECTION B – INSPECTION OF INCOMING MATERIAL				
				1. Is incoming inspection performed?
				2. Are copies of specifications and purchase orders available for use in performing incoming inspection?
				3. Is raw material identified and traceable to original certifications?
SECTION C – STOCK CONTROL				
				1. Are materials handled and stored in a way to prevent damage?
				2. Is the stock area sufficiently restricted to prevent unauthorized withdrawal of material?
				3. Do materials in stores reflect proper identification and inspection status?
				4. Are materials stored to facilitate first-in first-out issuance?
				5. Is identification maintained for raw material when a portion is cut off and the remaining raw material is returned to stock?
				6. Is material having shelf life properly dated, stored and rotated in stock for control of shelf life?