



TÉCNICO CORPORATION

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Supplier Performance History Review Record

****CALL, FAX, OR E-MAIL TO VERIFY INFORMATION IS UP-TO-D** Original Audit: _____

Supplier Name: _____

Review Date: _____

Address: _____

Reviewer (s): _____

Phone: _____

Projects: _____

Fax: _____

SCARs: _____

Product Type: _____

Comments: _____

Contact: _____

Email: _____

- | | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|-----|---|------------|-----------|------------|
| 1. | <u>Organization</u> | | | |
| 1.1 | Quality Manager: _____ | | | |
| | Reports to: _____ | | | |
| | Title: _____ | | | |
| 1.2 | Total number of employees: _____ | | | |
| 1.3 | Total number of Quality Personnel: _____ | | | |
| 1.4 | Is there a Quality Manual? (attach or send copy) | _____ | _____ | _____ |
| 1.5 | Quality System conforms to the following specification: _____ | | | |
| | (ISO, ASME attach cert.) | | | |

- 1.6 Years in business: _____ Average Annual Sales: _____

2. **Operation**

2.1 Current Contracts: _____

2.2 Major Customers: _____

2.3 _____ % MIL _____ % Commercial

2.4 Facilities: List (sq. ft.) _____

2.5 Equipment List (attach) _____

Tool List (attach) _____

3. **Procurement/P.O. Review**

3.1 Does Quality review P.O. requirements? _____

3.2 Is there a system to inform customers of order status? _____

4. **Technical Document Control**

4.1 Do the drawings and other technical documents used for production and inspection purposes reflect the revision on the P.O. _____

4.2 Are obsolete drawings promptly removed from all points of issue or use? _____

5. **Purchasing**

5.1 Are documented procedures utilized for the purchase of items _____

	which ensure they meet the specified requirements?			
5.2	Are suppliers qualified via a documented evaluation procedure and qualification criteria?	_____	_____	_____
5.3	Is a qualified supplier list maintained?	_____	_____	_____
6.	<u>Customer Supplied Items</u>			
6.1	Are there adequate controls for customer supplied items which minimize its loss, damage, or misuse?	_____	_____	_____
6.2	Are customer supplied items inspected to ensure their suitability for use?	_____	_____	_____
7.	<u>Process Control</u>			
7.1	Are the appropriate procedures available at locations where operations essential to the effective functioning of the quality system are performed?	_____	_____	_____
7.2	Are items provided traceability when required?	_____	_____	_____
7.3	Are documented work orders/procedures in use?	_____	_____	_____
7.4	Are detailed procedures, training, and personnel qualifications available for special processes?	_____	_____	_____
7.5	List general workmanship standards used:	_____ _____ _____ _____		
7.6	Are good housekeeping control in place?	_____	_____	_____
8.	<u>Inspection and Testing</u>			
8.1	Are adequate inspection instructions or criteria available to material, in-process, and final inspection personnel?	_____	_____	_____
8.2	Are incoming materials adequately inspected and results documented?	_____	_____	_____
8.3	Are accepted, rejected, and materials awaiting inspection adequately identified and segregated?	_____	_____	_____
8.4	Are in-process and final inspections and tests performed by adequately trained/qualified personnel.	_____	_____	_____
8.5	Are required in-process and final inspections and tests adequately identified including their acceptance criteria?	_____	_____	_____
8.6	Are results of in-process and final inspections adequately documented?	_____	_____	_____
8.7	Are products failing inspections and tests identified and segregated?	_____	_____	_____
9.	<u>Inspection, Measuring, and Test Equipment</u>			
9.1	Does the supplier control, calibrate, and maintain gauges and measuring equipment to demonstrate conformance to the specified requirements?	_____	_____	_____
9.2	List Standards:	_____ _____ _____		
10.	<u>Control of Nonconforming Product</u>			
10.1	Does the supplier maintain procedures to ensure that items which do not conform to specified requirements are prevented from inadvertent release to the customer?	_____	_____	_____
10.2	Is responsibility for review, documentation, and authority for disposition	_____	_____	_____

of nonconforming items defined?

11. **Corrective Action**

- 11.1 Does the supplier document and maintain procedures for investigating causes of nonconforming items and the corrective action needed to prevent recurrence?

12. **Quality Records**

- 12.1 Does the supplier maintain pertinent documented quality records?
12.2 Are supplier quality records maintained?
12.3 Are quality records stored such as to minimize loss or deterioration and are records readily retrievable?

13. **Training**

- 13.1 Does the supplier maintain procedures for identifying training needs and provide the training to applicable personnel?

14. **Handling, Storage, Packaging, Preservation, and Delivery**

- 14.1 Are written procedures in use to control the quality of items during handling, storage, and delivery?

15 **Safety**

- 15.1 Has the Supplier completed and submitted a Safety Survey?
15.2 Does the Supplier have Safety Procedures pertaining to their work?
15.3 What is the Supplier's OSHA Recordable Incident Rate (previous year)?
15.4 Please provide copies of required training to Safety Department for review.
15.5 Does your company comply with state, local, and federal regulations when it comes to safety and environmental requirements?
15.6 Has your company performed a Job Safety Analysis for processes you perform to determine P.P.E. requirements?
15.7 Is your company aware that they are to comply with Tecnico safety and environmental requirements while at our facility or our customer's facility?
[NOTE: Failure to comply may result in removal of your employee's from the job site.]
15.8 Your company is to comply and submit above information required to avoid jeopardizing possible current and future work.

16 **Conflict Minerals**

- 16.1 Does any item, component, or product you supply to Tecnico contain Conflict Minerals (Tin, Tantalum, Tungsten, or Gold) and are those minerals necessary for the functionality as described in Section 1502 of the Dodd - Frank Act? **Mark N/A if Service Provider Only**
16.2 If yes, do any of the minerals originate from the Democratic Republic of the Congo (DRC) or adjoining country?
Mark N/A if Undeterminable
16.3 If yes, or undeterminable, please list those specific items, components, or Products:

- 17 **Please take time to read the Attached Tecnico General Terms and Conditions. These can also be found on our Website @ www.tecnicocorp.com for review.**