PIEDMONT CMG SELF SURVEY

QUALITY MANAGEMENT SYSTEM	Yes	No	N/A
1. Is there a documented Mfg/Quality Manual?	X		
2. Is there a documented Procedures Manual?	X		
3. Is the Quality Management System ISO certified? To which standard? ISO 9001:2008	X		
4. Is the Quality Management System routinely reviewed to ensure its relevance and effectiveness?	X		

CONTRACT PROPOSALS (QUOTES)	Yes	No	N/A
1. Are contract proposals prepared using a team approach?	X		
2. Are the customer's specifications and requirements reviewed?	X		
3. Are exceptions, questions and areas of concern addressed when applicable?	X		
4. Are contract proposals approved and retained prior to submission to the customer?	X		

CONTRACT APPROVALS (PURCHASE ORDERS)	Yes	No	N/A
1. Is contract information reviewed for accuracy?	X		
2. Are any unresolved issues addressed prior to accepting the contract?	X		
3. Are contract proposals approved and retained prior to confirming to the customer?	X		

PROCESS CONTROL	Yes	No	N/A
1. Are new part processes planned by a cross functional team?	X		
2. Are records of the planning process retained?	X		
3. Are raw materials traceable?	X		
4. Are Visual Work Instructions utilized?	X		
5. Are Visual Work Instructions reviewed by production employees prior to production?	X		
6. Are inspection and testing requirements documented in the Visual Work Instruction?	X		
7. Are inspections and tests performed by manufacturing personnel?	X		
8. Is inspection and test status determined throughout the production processes?	X		
9. Is a multi-signature Certificate of Conformance required for new parts?	X		

PURCHASING	Yes	No	N/A
1. Are customer requirements defined on the purchase order?	X		
2. Are specific instructions or documentation requirements defined on the purchase order?	X		
3. Is the purchase order placed with an approved supplier or a supplier specified by the customer?	X		
4. Are there documented requirements for a supplier to be “Approved”?	X		
5. Is supplier performance monitored?	X		
6. Are supplier corrective action requests forwarded to suppliers with unsatisfactory performance?	X		

VERIFICATION OF PURCHASED PRODUCT	Yes	No	N/A
1. Are inventoried purchased items verified to be what was ordered?	X		
2. Is the verification documented and retained?	X		
3. Are outsourced items inspected to customer requirements?	X		
4. Is the inspection documented and retained?	X		
5. Is a sampling plan used to determine sample sizes?	X		
6. Are there documented requirements for a supplier to be “Approved”?	X		

PRESERVATION OF PRODUCT	Yes	No	N/A
1. Is raw material identified for traceability?	X		
2. Is raw material stored in a designated location?	X		
3. Are purchased hardware items and outsourced items stored in assigned inventory locations?	X		
4. Are containers, pallets, bundles of work in process identified?	X		
5. Is material and hardware staged for production stored in a designated location?	X		
6. Are finished goods identified with part identification labels?	X		
7. Are finished goods stored in designated locations?	X		
8. Are finished goods stored in protective containers?	X		
9. Are finished goods being prepared for shipment packaged to prevent damage during shipment?	X		

CONTROLLED DOCUMENTS	Yes	No	N/A
1. Do controlled documents have restricted access, electronic signatures, and revision control?	X		
2. Are modifications to controlled documents approved prior to use?	X		
3. Are controlled documents accessible to personnel in a “Read Only” format?	X		
4. Is revision history retained?	X		
5. Are inactive documents retained in restricted directory?	X		

CONTROLLED RECORDS	Yes	No	N/A
1. Are records stored and retrieved electronically?	X		
2. Are records protected by data back-up?	X		
3. Are records retained in perpetuity?	X		
4. Are records designated as “Inactive” retained in a restricted directory?	X		

ENGINEERING CHANGE NOTICE (ECN)	Yes	No	N/A
1. Is there a method to ensure that all customer initiated changes affecting product quality are reviewed, documented, approved, and implemented?	X		
2. Are responsibilities defined and documented on an ECN form?	X		
3. Is product in WIP, finish goods, or in transit to the customer dispositioned?	X		
4. Is the ECN record retained?	X		

NONCONFORMING PRODUCT	Yes	No	N/A
1. Is nonconforming product identified and segregated?	X		
2. Are customer returns/complaints documented?	X		
3. Are RMA numbers issued for customer returns?	X		
4. Are customer returns/complaints reviewed with all employees?	X		
5. Are rework instructions approved?	X		
6. Are supplier non-conformances documented?	X		

CORRECTIVE AND PREVENTIVE ACTION (CPA)	Yes	No	N/A
1. Are corrective actions documented to prevent recurrence of non-conformances?	X		
2. Are preventive actions documented to prevent potential non-conformances?	X		
3. Are responsibilities clearly defined?	X		
4. Is verification of effectiveness determined?	X		

EQUIPMENT REPAIR AND MAINTENANCE	Yes	No	N/A
1. Is preventive maintenance performed by manufacturing personnel?	X		
2. Are outside contractors utilized for major repairs?	X		
3. Are preventive maintenance and repair records retained?	X		
4. Is preventive maintenance performed at scheduled intervals?	X		

GAGE CONTROL AND CALIBRATION	Yes	No	N/A
1. Are all tools/gages used to verify product conformance calibrated before use?	X		
2. Are in-house calibrations performed by trained technicians?	X		
3. Are tools/gages identified with a control number?	X		
4. Are outsourced calibrations performed by approved calibration suppliers?	X		
5. Are certificates of calibration documented and retained?	X		
6. Is the impact on previously measured product determined when a tool/gage is found to be out of specification?	X		
7. Are “Calibrated” labels affixed to the tool/gage that includes control number, date of calibration, date of next calibration, and calibration technician’s initials?	X		

HUMAN RESOURCES	Yes	No	N/A
1. Are job descriptions documented and retained?	X		
2. Are training records retained?	X		
3. Is the effectiveness of training verified?	X		

INTERNAL MFG/QUALITY SYSTEM AUDIT	Yes	No	N/A
1. Are internal audits conducted at planned intervals?	X		
2. Are internal audits conducted by trained auditors?	X		
3. Are results of audits documented and retained?	X		
4. Are corrective actions issued for major non-conformances?	X		

MANAGEMENT REVIEW	Yes	No	N/A
1. Are management review meetings conducted at planned intervals?	X		
2. Are results of Audits, customer feedback, process performance and product conformity, status of Preventive and Corrective actions, follow-up actions from previous management reviews, changes that could affect the QMS, and recommendations for improvement reviewed during the meetings?	X		
3. Are any decisions and actions related to: Improvement of the effectiveness of the QMS and its processes, including the Quality Policy and Quality Objectives, improvement of product related to customer requirements, and resource needs included in the output from the meetings?	X		
4. Are meeting minutes recorded and retained?	X		