

## Quality Management System Checklist

Thoroughly assessing any supplier partnerships from the start is vital to building a solid, trusting relationship. This quality management system (QMS) checklist will allow full transparency and shared knowledge of your supplier's quality and process constructs, which helps you to make an informed decision on their readiness to provide the top-quality products you require.



### Questions to Ask a Prospective Supply Partner

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#### QMS Infrastructure

- 1) Do you have a Quality Policy?
- 2) Does the Quality Policy include objectives that are quantifiable and measurable?
- 3) Does the Quality Policy include a commitment to continual improvement?
- 4) Do you have a Quality Manual?
- 5) Is someone in the organization appointed to be responsible for management of the QMS?
- 6) Is the status of the QMS reported to top management on a periodic basis?
- 7) Are documents required by the QMS controlled?
- 8) Are records required by the QMS controlled?
- 9) Is there a contract review and flow down process?
- 10) Do the personnel responsible for contract review have access to current copies of the customer contracts?
- 11) Are all customer contracts reviewed for quality requirements?
- 12) Are these requirements flowed down to the organization?
- 13) Is there a documented program for the calibration, maintenance, and control of all instruments used in the inspection and acceptance of products?
- 14) Are calibration methods traceable to NIST or other national standards?
- 15) When equipment is found to be faulty or out of calibration, are procedures in place to perform an assessment of previous inspection results, including the possible recall of product for re-inspection?
- 16) Is there a process for evaluating, approving, and maintaining a list of approved sup-tier suppliers?

- 17) Is there a documented review of sub-tier quality performance on a regular basis?
- 18) Are quality records retained for a specified period?
- 19) If there are products containing limited life material, is there a system for the identification and timely usage or withdrawal from availability?
- 20) Is there a documented training and education program?
- 21) Is there a formal documented procurement system?
- 22) Is there a documented system to ensure that customer-specific requirements are included in purchase orders?
- 23) If required, can you provide certified chemical and physical test reports for any item purchased?
- 24) Are parts and materials protected from damage and deterioration throughout storage, manufacturing, and shipping?
- 25) When required, can a copy of the manufacturer's certification, specification conforming test report, material certification, and process certification for each lot of product be issued?
- 26) Is there a documented system for the identification, evaluation, documentation, segregation, control, and disposition of nonconforming material?
- 27) Is there a documented and effective root-cause corrective action program for in-plant, supplier, and customer-reported nonconformance?
- 28) Are procedures in place requiring notification to the customer when nonconforming material has escaped the supplier's facility?
- 29) Are procedures available to all employees who require access?
- 30) Are internal audits conducted to assess the effectiveness of the QMS and identify opportunities for improvement?

## Process Control

- 1) Are processes controlled throughout manufacturing?
- 2) Are all products handled throughout production to prevent damage due to mishandling?
- 3) When required, are approved special processors used?
- 4) Are the required certifications maintained for special processes such as soldering, welding, heat treat, or non-destructive testing?
- 5) Are customer drawings and specifications maintained on file and controlled to assure only the latest revisions are used?
- 6) Are there procedures in place for the verification, storage, and maintenance of customer-supplied material?
- 7) Is there a documented procedure for determining the necessary competence for personnel performing work affecting conformity to product requirements?
- 8) Are all processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement validated?



## Delivering Top-Quality Products and Service to You

The delivery of top-quality custom-designed, highly engineered cables and interconnect assemblies starts with you. We're happy to answer all of the above questions for you at the beginning of our partnership with you. Once engaged, we thoroughly research the problem you're trying to solve—going beyond a list of product specifications to analyze and fully understand your application and business goals. Together, we create a vision for a comprehensive solution that suits your needs and exceeds your expectations.

[Mercury Wire](#) manages every phase of your project from initial development, through prototyping and production of custom cables and ready-to-install assemblies. It's just another way of giving you the highest value and best quality. [Contact us](#) today to team up with Mercury Wire.