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Created By: Marcus Gottschalk

Department: Supplier Quality

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1461 Lawrence Dr.
Thousand Oaks, Ca 91320

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Work Instruction

Title: **SUPPLIER SURVEY REVIEW INSTRUCTIONS**

1.0 PURPOSE

To define the process used by Supplier Quality and Purchasing to survey suppliers; including requirements and exceptions.

2.0 SCOPE

Existing and potential new suppliers.

3.0 PROCESS INSTRUCTION

1. Existing Suppliers

- a. Survey's will be held in the supplier quality folder for reference
- b. Supplier surveys can be requested at any time at the discretion of the Supplier quality engineer or any one in purchasing.

2. Potential Suppliers

- a. Purchasing and Supplier Quality will review survey.
- b. Purchasing and Supplier Quality shall approve surveys by signature on the survey.
- c. The conditional versus approved does not have to match the ASL

Note: The ASL is a live document and is continually updated

4.0 Exceptions

Suppliers that are customer directed or only provide 5 or less lots per year will be excluded from this activity.