 Surveyor's Checklist

# Prepare

[ ] Schedule the survey date/time/location with the supplier. Update LM P2P with the schedule date

[ ] Complete the pre-survey questionnaire with the suppliervia telephone

[ ] Notify RMS SQS if a supplier currently holds a NADCAP certification for the process requested; or if the supplier holds an ISO/AS9100 certification for QMS

[ ] Ensure that you have the most recent copy of the survey checklist for each approval code that you are surveying. Do NOT work from checklist copies previously saved to your computer.

[ ] Verify the checklist associated to the approval code does not contain an embedded checklist. If it does, confirm that the survey request has the associated checklist/approval code.

[ ] Dress appropriately, considering personal safety, work environment, and professionalism

# Conduct the Survey

[ ] Complete surveys for ONLY the approval code that is attached to the Lot #

[ ] Visit all manufacturing area pertinent to the survey. The survey is not to be conducted as a "desktop" survey from a conference room or office.

[ ] Review the supplier's procedures and determine compliance to the specification.

[ ] Verify that the supplier’s personnel/operators follow the procedures

# Completing the Checklist

[ ] Check off/answer each question completely

[ ] List clear objective evidence in the comments section of each question

[ ] Provide comment for any questions answered “Non-Applicable” (N/A)

[ ] Document findings in the Survey Finding Report with details and assign due date

[ ] Identify sub-tier’s suppliers within the comments if embedded processes are completed at a sub-tier

# Close the survey

[ ] Inform the supplier of the survey results

[ ] Upload all documentation in LM P2P

[ ] Complete all required forms (Coversheet, Checklist, Pre-survey questionnaire, Findings report)

[ ] Disposition survey in LM P2P

Note: Follow up on corrective actions for findings will be launched on a new request/lot



Direct all questions to RMS Supplier Quality Services:

Supplier-qa-services.fc-mst@lmco.com