KAMAN
Air Vehicles

Supplier Calibration/Laboratory Services Survey

The Supplier will check all items that apply to their Quality System/Certification.
The person completing this survey must sign and date below in order for this document to be valid

SECTION 1- Supplier Data

Supplier Name:		Phone:	
Address:			
City:		State:	Zip:
Senior Company Official:		Title:	
Senior Quality Official:		Title:	
Other Key Officials:		Title:	
Indicate below the type of certification applicable to Kaman's service request **(Supplier must send in copy of certification when submitting form)**			
ISO/IEC 17025 ☐ ANSI/NCSL Z540.3 ☐ ISO 10012 ☐ OEM of Equipment ☐ OTHER:			
Survey Completed By:		Title:	Date:
Comments/Notes:			

Suppliers not certified to ISO or ANSI above are required to complete the below

SECTION 2 – Facilities, Personnel and Procedures

2.1	Does the Laboratory/Calibration Organization have the following Managerial and technical personnel with the authority and resources needed to:	
	• Perform their duties? • Identify departures from the management system or from the procedures for performing tests and/or calibrations? • Initiate actions to prevent or minimize such departures?	
	Yes ☐ No ☐	Note:
2.2	Are there policies to ensure the protection of its customers' confidential information and proprietary rights, including procedures for protecting the electronic storage and transmission of results?	
	Yes ☐ No ☐	Note:
2.3	Is there adequate supervision of testing and calibration staff, including trainees, by persons familiar with methods and procedures, for the purpose of each test and/or calibration and the assessment of the results?	
	Yes ☐ No ☐	Note:
2.4	Are the laboratory/calibration management system policies and objectives defined in a quality manual	
	Yes ☐ No ☐	Note:

SECTION 3 – Calibration of Tools, Gages and Test Equipment

3.1	Does the supplier have a written description of their calibration system?	
	Yes ☐ No ☐	Note:
3.2	Do calibration procedures specify accuracy of equipment to be calibrated, standards to be used, and that calibration be performed by comparison with standards of a higher level of accuracy?	
	Yes ☐ No ☐	Note:
3.3	Are measurement standards calibrated and utilized in an environment controlled to the extent necessary to assure continued accuracy of measurements with regard to temperature, humidity, vibration, and cleanliness?	
	Yes ☐ No ☐	Note:
3.4	Are measurement standards traceable to N.I.S.T., or other nationally or internationally recognized standard?	
	Yes ☐ No ☐	Note:
3.5	Are measurement standards supported by certificates, reports, or data sheets attesting to the date, accuracy, and environmental conditions?	
	Yes ☐ No ☐	Note:
3.6	Do you sub-contract calibration services and, do you flow down the above noted standards/specifications as being required certifications?	
	Yes ☐ No ☐	Note:
3.7	Is all measuring, test and standards equipment calibrated at established intervals based on stability, purpose, degree of usage, and history of previous calibrations?	
	Yes ☐ No ☐	Note:
3.8	Is there a procedure used when out of tolerance conditions are encountered on standards used on customer calibrations?	
	Yes ☐ No ☐	Note:
3.9	Is equipment identified by a label or other means to indicate calibration status?	
	Yes ☐ No ☐	Note:
3.10	Are standard(s) used for calibration results used to:	
	• Adjust calibration intervals.	
	Yes ☐ No ☐	Note:
	• Determine adequacy of measuring and test equipment.	
	Yes ☐ No ☐	Note:
	• Determine adequacy of calibration, measuring & test procedures.	
	Yes ☐ No ☐	Note:
	• Identify and prevent usage of measuring and test equipment that is unsatisfactory.	
	Yes ☐ No ☐	Note:

3.11	If production tooling is used as a medium for inspection, are such devices proven for accuracy at established intervals and included in the calibration system?	
	Yes ☐ No ☐	Note:
3.12	Are storage, handling, and shipping methods adequate to preserve calibration and to prevent damage/contamination?	
	Yes ☐ No ☐	Note:

SECTION 4 – Records/Document Control

4.1	Has the laboratory established procedures to control all documents that form part of its management system (internally generated or from external sources) such as regulations, standards, other normative documents, test and/or calibration methods, as well as drawings, software, specifications, instructions and manuals?	
	Yes ☐ No ☐	Note:
	Is there a master list (or equivalent procedure) identifying the current revision status and distribution of documents in the management system and, is this master list readily available to preclude the used of invalid and/or obsolete documents?	
	Yes ☐ No ☐	Note:
4.2	Is the customer informed of any deviation from the contract?	
	Yes ☐ No ☐	Note:
4.1	Can the following records be traced to specific lots of material or parts:	
	• Inspection Records	
	• Certifications, Mat'l./Process	
	• Purchase Orders	
	• Corrective Action	
	Yes ☐ No ☐	Note:
4.2	How long are records maintained and stored? Are records available for review by customer or government representatives?	
	Yes ☐ No ☐	Note:

SECTION 5 – PACKAGING AND SHIPPING

5.1	Does the supplier have adequate packing materials to meet standard commercial practice and prevent in-transit damage?	
	Yes ☐ No ☐	Note:
5.2	Can the supplier provide or subcontract specialized packaging if required by purchase order or specified requirements?	
	Yes ☐ No ☐	Note:

Kaman Administrative Use Only		
Corrective Action Required? Yes ☐ No ☐ CAR# if yes:		
Notes/Comments:		
Corrective Actions Completed/Acceptable: Yes ☐ No ☐ New CAR# (if req'd.):		
Notes/Comments:		
Audit Package Complete? Yes ☐ No ☐		
Action to complete:		
Supplier Approved: Yes ☐ No ☐ Conditional (must add note below): ☐		
Notes/Comments:		
Reviewed/Audited By: (Digital or Regular Signature)	Date:	