

SUPPLIER QUESTIONNAIRE INSTRUCTIONS (EAC FORMS NO. 0091 AND 0092)

Reference: SOP 8301, *Quality Evaluation of Suppliers*.

Location: L:\Templates\EAC Forms\0091...

Location: L:\Templates\EAC Forms\0092...

This form is used to document data from suppliers for evaluation of approval. This form will be generated as required.

The original is sent to the Quality Department.

Supplier fills out all sections, signs and dates, and returns with applicable certification data.

EAC Quality fills out the last portion indicated.

Complete only applicable blocks; mark other blocks "N/A" or line through.

Procedure for filling in the EAC portion:

1. Check appropriate box.
2. Enter Vendor Number.
3. Check appropriate blocks for current Quality system.
4. Enter any comments.
5. Enter date of next review.
6. Enter date of approval.
7. Enter name of EAC authorized approver
8. Enter Review Cycle per SOP 8301 (Number of years before next review)