

**2015
SUPPLIER AUDIT REPORT**



1. COMPANY PROFILE

Company Name: Robert McKeown Company, Inc.

Address: 111 Chambers Brook Road / Branchburg, NJ 08876

Phone: (908) 218-9000

Fax: (908) 218-8949

Management Officials Name: / Position:

Dawson Mckeown Jr. President

John Wood, Sales Manager

Carmen Gerrone, General Manager

Michael Theodorakis, Quality Manager

Jeffrey Vozzo, Operations Manager

Type of Manufacturing, Service, or Products/Applicable Specifications:

Distributor/Fabricator of Engineered Materials for Electronic Assembly, including Circuit Protection, Thermal Management and EMI/ESD Suppression Products for High Technology Electrical Applications.

Years in business under current name/ownership: 78

Total plant area sq. ft.: 15,000

Type of buildings: (2-story, metal / brick)

Employee breakdown:

Management: 5 Engineering: 1 Purchasing: 2 Sales: 9
General Office: 3 Production: 5 Quality Control: 2 Other: 2
Total number of employees: 27

Work Schedule:

8 Hour shift M - F (8:30am - 5:00PM)

Condition of equipment: GOOD

Report prepared by: Michael Theodorakis

Title: Quality Manager

Date: 4/6/15

2. QUALITY CONTROL ORGANIZATION

Name: Michael Theodorakis / Rodrigo Arevalo

Title: Quality Controller / Quality Assurance Auditor

[Organization chart.](#)

The quality control department reports to: Name: / Position: Dawson Mckeown Jr, President

Other functions reporting at the same level are: Finance & Administration, Sales & Marketing, and Product Management

t. Yes / No / N/A

Does the quality department have?

Written quality policy and procedures manual? YES

Written inspection instructions? YES

A quality audit function? YES

A gage control program? YES

A gage control laboratory? N/A

A quality cost program? **N/A**

Who is responsible for analyzing customer complaints and goods returned for defective quality?
Quality Manager

Does the quality department use statistical tools (control charts, sampling plans, etc.)?
We use data queries, charts and graphs to analyze performance trends.

What is the company's policy regarding the period for which inspection records are maintained?
Samples? **3 Years**

What special inspection equipment or processes does the company offer?

Acu Gage Monitor System

Is the quality control laboratory function accredited by any organization? **N/A**

3. CONTROL OF PURCHASED MATERIAL

Yes / No / **N/A**

Are purchase orders made available to incoming inspection? **YES**

Is there a system for keeping shop drawings up-to-date? **YES**

Is sample inspection used? **YES**

Is gaging equipment calibrated periodically? **YES**

Is gaging equipment correlated with suppliers' equipment? **YES**

Are records kept to show acceptance and rejection of incoming material? **YES**

Does the company have an approved supplier list? **YES**

Does the company conduct quality surveys of supplier facilities? **NO**

Is nonconforming material identified as such? **YES**

Is nonconforming material held in a specific area until disposition can be made? **YES**

Are drawing changes made available to incoming inspection? **YES**

Are physical and chemical test reports of materials checked to assure they conform to specifications? **N/A**

Are vendor rating systems or other forms of supplier performance reports available to the purchasing department? **YES**

Does the company ensure complete trace ability of lots through all operations? **YES**

Who is responsible for making disposition of nonconforming material? **QA**

4. DESIGN CONTROL

Yes / No / *N/A*

Does the company have a written system for incorporating customer changes? **YES**

Does quality control review new products before manufacturing? **YES**

Do drawings and specifications accompany purchase orders to suppliers? **Only when required and within terms of Non-Disclosure Agreements.**

Are these reviewed by quality control? **YES**

Are characteristics classified on the engineering documents as to importance? **YES**

Does quality control review new drawings with the intent of designing gaging fixtures? **N/A**

Does the company have a system in place to ensure that no changes to the product design or quality requirements will occur without customer approval? **YES**

5.0 PROCESS CONTROL

Yes / No / *N/A*

Is in-process inspection utilized? **YES**

Is final inspection utilized? **YES**

Are shop drawings and specifications available to inspection? **YES**

Is there a system for keeping documents up-to-date? **YES**

Are some form of control charts in use? **NO**

Are written inspection instructions available? **YES**

Is there a system for reviewing and updating inspection instructions? **YES**

Is sample inspection used? **YES**

Are production workers responsible for the quality of their own work? **NO, Cross inspection is utilized.**

Are inspection records kept on file? **YES**

Is inspection equipment calibrated periodically? **YES**

Is all material identified and traceable? **YES**

Is defective material identified as such? **YES**

Is defective material segregated from good material until disposition is made? **YES**

Are set-up parts inspected before a job can be run? **YES**

Is corrective action taken to prevent the recurrence of defective material? **YES**

Who is responsible for making disposition of none conforming material? **QA**

6. MAINTENANCE OF INSPECTION EQUIPMENT

Yes / No / *N/A*

Does the company have written instructions for operating inspection and test instruments? **YES**

Does the company have written procedures for the control, calibration, etc. of measuring and Test Equipment? **YES**

Are all inspection instruments calibrated at periodic intervals? **YES**

Are records of calibration and maintenance kept on file? **YES**

Does the system include instruments used by production? **YES**

Are the inspection instruments used by production calibrated? **YES**

If so, are these instruments calibrated periodically? **YES**

Do employees personally own inspection instruments which they use to inspect the product? **NO**

If so, are these instruments calibrated at periodic intervals? **N/A**

Are defective inspection instruments removed from use until they can be repaired or recalibrated? **YES**

Are shop masters calibrated at periodic intervals to secondary standards traceable to NIST? **YES**

7. PACKAGING AND STORAGE

Yes / No / N/A

Are packaging and labeling instructions readily available? **YES**

Are materials adequately packaged to prevent damage during handling and shipping? **YES**

Are cartons clearly identified as to contents? **YES**

Are cartons containing perishable material date-stamped? **YES, Shelf-Life indicated.**

Are materials removed if the expiration date has been reached? **YES**

Are aisles or storage areas clear of obstructions? **YES**

Is material stored in such a manner that it presents no safety or fire hazard? **YES**

Is stored material exposed to harmful environments? **NO**

Are materials that are subject to deterioration inspected periodically? **YES**

Are only authorized personnel allowed to remove material from storage? **YES**

Are only authorized personnel allowed to return material to storage? **YES**

Does the company ensure that all individual inspection lots are kept separate? **YES**

8. MANAGEMENT INTENT

Yes / No / N/A

Does the quality control department report at a level equal to production, engineering, and purchasing? **YES**

Does the quality control manager participate in top management meetings and decisions? **YES**

Is the quality control manager encouraged to attend trade shows and technical conferences? **NO**

Are quality control personnel encouraged to broaden their perspective by joining technical societies or by engaging in community activities? **NO**

Does the quality control department provide scrap, rework, or other pertinent information to top management? **YES**

Does top management take any action based on these reports? **YES**

Does the company offer training programs to quality personnel? **YES**

Does the company offer training programs to production personnel? **YES**

Are inspection or production personnel below the supervisory level permitted to make policy decisions concerning quality? **May submit suggestions for Quality improvement.**

Does the inspection area reflect good, clean working conditions? **YES**

Does the company have a written system for incorporating customer changes? **YES**

Does the company encourage employee involvement in a continuous improvement program? **YES**

Describe what has been your most significant Continuous Improvement achievements: **We have implemented the 5S system within the organization to organize, maintain and improve efficiencies within the organization. We have designed a Quality Module that centralizes quality data for accessing quality metrics for improved visibility and QA efficiency. We improved our Safety Program to increase employee safety and wellness as it impacts productivity and Quality. We have implemented a new CRM software program that will improve communication, response time and service metric visibility for improved customer satisfaction.**

Briefly describe your Continuous Improvement program. **Management meetings are periodically scheduled to review operations and logistics and discuss actions that would bring about improving current conditions. We continually look for upgrades to the way we approach our business affairs. Our goal is to continually adapt and respond to the changing work environment and demands within the Market Place.**

Customer Approval Signatures:

President:

Vice President:

Q.C. Manager:

Comments: