



# US Toyo Fan Corporation

## FORMS SECTION OF QC MANUAL

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**SPECIFICATION :** \_\_\_\_\_ **TEST TYPE :** \_\_\_\_\_



# U.S Toyo Fan CORPORATION

## Returned Merchandise Authorization

RMA #: \_\_\_\_\_

### Sales

Customer: \_\_\_\_\_ P.O. #: \_\_\_\_\_

By: \_\_\_\_\_ Customer Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

QTY Pending

Date: \_\_\_\_\_ Part Number: \_\_\_\_\_ Return \_\_\_\_\_

Return Only \_\_\_\_\_ Defective Parts \_\_\_\_\_ Incorrect Parts \_\_\_\_\_ Shortage \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Engineering

Rejection: Valid \_\_\_\_\_ Invalid \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Action

Customer Return Authorized ☐ By: \_\_\_\_\_

Shipment of Shortage Authorized ☐ By: \_\_\_\_\_

Customer Required Return Date : \_\_\_\_\_

Committed Return Date: \_\_\_\_\_

Return Ship Via: \_\_\_\_\_

Change notice issued for appropriate action: Yes ☐ No ☐

By: \_\_\_\_\_ Date: \_\_\_\_\_



# US Toyo Fan Corporation

## Purchase Order/Contract Review Sheet

P.O. or Contract Number: \_\_\_\_\_ Job Number \_\_\_\_\_

### Initial Review

	YES	NO	
First Article Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
Source Inspection Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lot Date/Code Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
Export Paperwork Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mercury Free Cert Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
Material Cert Package Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
NAFTA Cert of Origin Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inspection Data Pack Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
Correct Pricing	<input type="checkbox"/>	<input type="checkbox"/>	_____
DFARS C of C	<input type="checkbox"/>	<input type="checkbox"/>	_____
Customer Supplied Material	<input type="checkbox"/>	<input type="checkbox"/>	_____
RoHs C of C	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gov/Customer Source Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
G D Prohibited Cert Required	<input type="checkbox"/>	<input type="checkbox"/>	_____
			Reviewed By _____ Date: _____

Ship Date Confirmed (within capacity) YES ☐ NO ☐

### Conformation Review

	YES	NO	
Purchase Order change	<input type="checkbox"/>	<input type="checkbox"/>	_____
Change in Quality Clauses	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drawing Revision Change	<input type="checkbox"/>	<input type="checkbox"/>	_____
Due Date Change	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:			_____

Reviewed By \_\_\_\_\_ Date: \_\_\_\_\_

### Amendment Review

P.O. Rev Level: \_\_\_\_\_

	YES	NO	
Purchase Order change	<input type="checkbox"/>	<input type="checkbox"/>	_____
Change in Quality Clauses	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drawing Revision Change	<input type="checkbox"/>	<input type="checkbox"/>	_____
Due Date Change	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:			_____

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

See customer purchase order for individual line items, part number (s) and revisions.

Order Accepted (within capabilities): YES ☐ NO ☐

Date \_\_\_\_\_

P/N \_\_\_\_\_ Rev \_\_\_\_\_ Page \_\_ OF \_\_

Job # \_\_\_\_\_



US Toyo Fan Corporation Part Name \_\_\_\_\_ Supplier \_\_\_\_\_

1<sup>ST</sup> Article ☐  
Final ☐

QTY \_\_\_\_\_ Customer \_\_\_\_\_

**Inspection Report**

P.O. \_\_\_\_\_

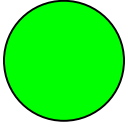
FORM UST-INS-001 REV N/C

NO	B/P Dimension	Actual Dimension	ACC	REJ	Gage Used	NO	B/P Dimension	Actual Dimension	ACC	REJ	Gage Used			
1						20								
2						21								
3						22								
4						23								
5						24								
6						25								
7						26								
8						27								
9						28								
10						29								
11						30								
12						31								
13						32								
14						33								
15						34								
16						35								
17						36								
18						37								
19						38								
Process			Notes			Material			Stamp  Date					

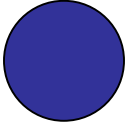


# US Toyo Fan Corporation

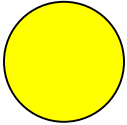
## Inspection Sticker System



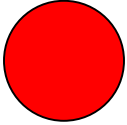
**Green Sticker** with inspection stamp of the inspector performing the inspection and date is as follows: Part is Complete as an individual part and all necessary operations have been performed, either in house or by outside vendor. The sticker is applied to the carton label, bag label, container label or Raw material or pallet label.



**Blue sticker** with inspection stamp of the inspector performing the inspection is as follows: Part is ok to current inspection status and an outside process operation is to be performed next. Refer to planning sheet and drawing for instructions. Upon completion of the operation the parts are returned to the inspection department for inspection of work that was performed. If parts are accepted and/or rejected the appropriate sticker is applied.



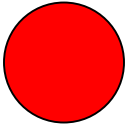
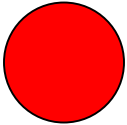
**Yellow sticker** with inspection stamp of the inspector performing the inspection is as follows: Part is ok to current inspection status and an in-house operation is to be performed next. Refer to planning sheet and drawing for instructions. Upon completion of the operation the parts are returned to the inspection department for inspection of work that was performed. If parts are accepted and/or rejected the appropriate sticker is applied.



**Red Sticker** with inspection stamp of the inspector performing the inspection and:

- A. With Discrepancy Report Number – Receiving Inspection or parts rejected from Outside Process (If Applicable).
- B. With Rejection Log Number – Rejected parts from Machine Shop (If Applicable).
- C. Without Discrepancy Report Number/Log Number – Parts On hold pending Investigation (If Applicable).
- D. A rejection of an operation whether in-house or outside process results in.
  - 1. A red sticker applied to the Carton Label, Bag Label or Container Label.
  - 2. Rejection notice written on work order and logged for (Machine Parts)
  - 3. Discrepancy Report for (Outside Manufacture or Processor).
  - 4. All parts are re-inspected after rework or remake.

Note: If rework is performed the red sticker must remain on the label with the parts until rework has been approved.





# US Toyo Fan Corporation

## QUALITY ASSURANCE CLAUSES

Each of the following clauses whose number appears on the face of the purchase order is a part thereof.

Q1	<b>SOURCE INSPECTION ( PHYSICAL INSPECTION )</b> All articles to Be supplied under this purchase order are subject to inspection at the sellers facility by buyers inspection prior to shipment. Seller shall furnish, at no charge to buyer suitable facilities and equipment to buyers inspection for use in the performance of his inspection. Evidence of inspection shall accompany each shipment. Final acceptance of supplies shall be at buyers facility. Acceptance by buyers inspection will not relieve the seller of responsibility to furnish an acceptable end item. Note when requesting source inspection seller shall call or fax; <b>Phone 626-287-0451 Fax 626-287-7350</b>
Q2	<b>PREPRODUCTION APPROVAL</b> Two legible and reproducible copies of all blueprints and / or specifications for supplier designed articles must be submitted to buyer prior to the start of production.
Q3	<b>SOURCE SURVEILLANCE</b> All work to be performed under this purchase order is subject to surveillance <b>by Buyer Quality Assurance Representative</b> , including with out limitation surveillance of the products and sellers system, procedures and facilities. Seller at no additional charge to buyer, furnish necessary facilities and equipment, supply data and perform tests as required by applicable drawings, specifications and inspection instructions under surveillance by said representative.
Q4	<b>SANDARD QUALITY SYSTEM</b> Seller shall manufacture the articles to be supplied hereunder in accordance with the manufacturers quality control specifications or buyers specifications as required by this purchase order. Seller shall certify its compliance with this provision on each packing sheet.
Q5	<b>FUNCTIONAL TEST REPORT</b> Each shipment shall be accompanied by two ( 2 ) legible copies of all functional test reports identifiable to materials submitted. Said reports shall bear the signature and title of the <b>Authorized</b> representative of the agency performing the test and must show evidence of conformance to specification requirements. If units are not required by blueprint to be serialized they shall be tagged with inspection serial numbers to be identifiable to test reports.
Q6	<b>STATEMENT OF CONFORMANCE</b> Each shipment shall be accompanied by two ( 2 ) legible copies of a <b>Statement of Conformity</b> bearing the signature and title of <b>Authorized</b> representative of seller and stating, supplies meet all applicable specifications cited in the purchase order. All specifications must be listed in the Statement of Conformance.
Q7	<b>GOVERNMENT SOURCE INSPECTION</b> All work on this order is subject to inspection and test by the <b>Government</b> at all times ( including the period of performance ) and places; in any even, prior to shipment. The government representative who normally services your plant should be notified ten ( 10 ) days in advance of the time articles are ready for inspection or test.
Q8	<b>GOVERNMENT INSPECTION RIGHTS</b> The government reserves the right to inspect any or all materials, included in this order at the suppliers plant.
Q9	<b>CUSTOMER INSPECTION RIGHTS</b> The customer reserves the right to inspect any or all materials, included in this order at suppliers plant.
Q10	<b>CURE DATE IDENTIFICATION</b> Seller shall identify each item package or container of limited life material with the cure or manufacture date, storage temperature, and special handling conditions , in addition to the normal identification requirements of name part or code number, specification number, type, size, quantity, etc. such identification, including, special handling conditions shall be recorded on certifications and shipping documents for the material. Limited calendar life materials shall be packaged in sealed light proof containers.
Q11	<b>ASSEMBLY DATE IDENTIFICATION</b> Seller shall furnish cure date, assembly date, part name, compound number, and manufactures identification ( if different from part number ) for rubber parts ( synthetic or natural ) installed in assemblies to be delivered under this purchase order. Such information shall be identifiable to the assembly and when component parts within the assembly to which it applies. The assembly date shall be marked on each assembly or on attached, semi-permanent tag.
Q12	<b>INSPECTION SYSTEM MIL-I-45208</b> Seller shall control the quality of work to be performed hereunder or by an inspection that conforms to the requirements of MIL-I-45208 inspection system requirements.
Q13	<b>QUALITY SYSTEM MIL-Q-9858</b> Seller shall provide and maintain a system with specification MIL-Q-9858 Quality program requirements.
Q14	<b>QUALITY SYSTEM ISO 9000</b> Seller shall provide and maintain a system that complies with specification ISO 9000 Quality Systems.



# US Toyo Fan Corporation

## QUALITY ASSURANCE CLAUSES

Each of the following clauses whose number appears on the face of the purchase order is a part thereof.

Q15	<b>INSPECTION AND TEST PLAN</b> Seller shall prepare and maintain an inspection and test plan including a flow chart of inspection and test points for the work to be performed under this purchase order. The type of inspection or test at each point must be identified. Two ( 2 ) copies of the plan shall be submitted to buyer for approval by Quality Assurance prior to start f work.
Q16	<b>TOOL PROOFING</b> Buyer's acceptance of product tooling under this purchase order is conditioned upon acceptance of two ( 2 ) dimensional samples. Said inspection will take place at buyer's plant and the sample shall be submitted for such inspection prior to the use of tooling on production parts. Said samples shall be identified with the tool number and unless otherwise noted on purchase order shall be considered part of production quantity.
Q17	<b>FIRST ARTICLE</b> The compliance of sellers design with requirements of applicable engineering drawings and specifications will be determined from inspection and acceptance by buyer of one ( 1 ) first article sample representative of the production process. Said sample shall be delivered to the buyer's plant and must be accepted prior to production run. All samples shall be tagged or otherwise identified and shall be considered part of production quantity.
Q18	<b>PROCESS APPROVAL</b> Special processes including, without limitation, welding, heat treating, cleaning, anodizing, chemical films, electroplating and non-destructive testing, must be approved by buyer in advance of use by seller or its subcontractor hereunder seller shall maintain objective evidence that any such process was performed in accordance with applicable specifications.
Q19	<b>PROCESS CERTIFICATION</b> Each shipment hereunder shall be accompanied by two ( 2 ) legible copies of a certificate bearing the signature and title of an authorized representative of seller and certifying that all process used hereunder, including without limitation, heat treating, welding, non-destructive testing ( NDT ), and surface preparation conform to applicable specifications. The certificate shall identify each process used and the specification applicable hereto, and shall show the name of the agency that performed the process if other than seller. When parts are serialized, serial numbers must appear on the certificate.
Q20	<b>SELLER CONTROLLED CONFIGURATION</b> Seller certifies ( 1 ) the supplies furnished are in accordance with drawing and specifications as ordered and that ( 2 ) nom changes have been made to product that affect, fit, form, and function.
Q21	<b>REPORT OF DISCREPANCY</b> Seller may use buyer's form to obtain buyer's review of parts or materials found by inspection not to conform to applicable drawings and specifications. Disposition of these departures must be approved by buyer's material review board prior to shipment.
Q22	<b>QUALIFIED PRODUCTS LIST</b> Seller shall furnish with each shipment a certificate bearing the manufactures name, test number and QPL number. Such certificate may be in the form of a label nameplate or preprinted on the wrapping.
Q23	<b>FAILURE ANALYSIS</b> Seller shall conduct failure analysis on returned products as required by buyer and furnished documented report of results to the buyer. Buyer representative may witness the failure analysis.
Q24	<b>CHEMICAL TEST REPORTS</b> Each shipment must be accompanied by two ( 2 ) legible copies of reports of the actual results of tests, identifiable to test parameters and products shipped. Such reports must bear the signature and title of an authorized representative of the agency performing the test and must reflect conformance to specification requirements.
Q25	<b>PHYSICAL TEST REPORTS</b> Each shipment must be accompanied by two ( 2 ) legible copies of reports of the actual results of tests, identifiable to test parameters and products shipped. Such reports must bear the signature and title of an authorized representative of the agency performing the test and must reflect conformance to specification requirements.
Q26	<b>CERIFICATION OF FUNCTIONAL TEST</b> Each shipment must be accompanied by two ( 2 ) legible copies of seller's certificate identifiable to material submitted for which test reports are on file and available for examination. This certificate must contain the signature and title of an authorized representative of the seller.
Q27	<b>CERTIFICATION OF MATERIAL</b> Each shipment must be accompanied by two ( 2 ) legible copies of a certificate stating that the items were produced ( 1 ) from material furnished by buyer for the production of such items or ( 2 ) from materials on which seller has available for examination specific data or other objective evidence of conformance to applicable specifications. Such certificate must bear the signature and title of an authorized representative of the seller.





# US Toyo Fan Corporation Supplier Survey

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Web Site: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Management Personnel:

**Name**

**Title**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Employees:

**Production:** \_\_\_\_\_

**Inspection:** \_\_\_\_\_

**Engineering:** \_\_\_\_\_

**Total:** \_\_\_\_\_

Type of product manufactured: \_\_\_\_\_

Head of Quality reports to: \_\_\_\_\_ Title: \_\_\_\_\_

**Please supply a copy of your company's Organizational Chart.**

If you are **ISO Approved, Stop Here. Please sign and date the last page** with the person name and title completing the survey and return the completed document with a copy of your **ISO Certification** to **US Toyo Fan Corporation.**



# US Toyo Fan Corporation Supplier Survey

## Quality Control/Assurance Systems and Procedures

Yes No N/A

1.) Is the Quality Assurance System documented by a Q.A. Manual. \_\_\_\_\_

2.) Latest revision of Q.A. Manual Latest Revision: \_\_\_\_\_ Date: \_\_\_\_\_

### Do written procedures conform to the following

1) Mil-Q-9858 \_\_\_\_\_

2.) Mil-I-45208 \_\_\_\_\_

3.) ISO 9000 or Other \_\_\_\_\_

4.) Is the Q.A. Manual Reviewed By Quality: \_\_\_\_\_

At What Interval: \_\_\_\_\_

5.) Are internal audits performed to assure compliance to procedure: \_\_\_\_\_

At what interval: \_\_\_\_\_

6.) Is the Quality Assurance Manual Approved by Management: \_\_\_\_\_

7.) Is a copy of your Q.A. Manual available for our records \_\_\_\_\_

### Work Instructions

1.) Do written policies, procedures, or instructions exist which affect quality, covering. \_\_\_\_\_

A.) Procurement Control \_\_\_\_\_

B.) Material Handling, Packaging and Shipping \_\_\_\_\_

C.) Receiving Inspection \_\_\_\_\_

D.) Raw Material Storage \_\_\_\_\_

E.) Manufacturing \_\_\_\_\_

F.) Tooling Control \_\_\_\_\_

G.) Inspection \_\_\_\_\_

H.) Non Conforming Material \_\_\_\_\_



# US Toyo Fan Corporation Supplier Survey

Yes No N/A

2.) Do work instructions provide criteria for performance including acceptance and rejection levels

\_\_\_\_\_

3.) Are work instructions properly maintained and monitored.

\_\_\_\_\_

## Drawing and Specification Change Control

1.) Is there a written procedure for the control and issuance of latest applicable drawings, specifications and their changes.

\_\_\_\_\_

2.) Person responsible for this function: Name: \_\_\_\_\_ Title: \_\_\_\_\_

3.) Do procedures exist to ensure that adequate inspections and testing will be modified and documented to verify compliance to the revised drawings and specifications?

\_\_\_\_\_

4.) Are drawings, specifications and changes controlled to verify compliance from a central point and promptly replaced when superseded.

\_\_\_\_\_

## Purchased Material Acceptance and Control

1.) Are there procedures available to control purchased materials and or services:

\_\_\_\_\_

2.) Are all received materials, used in the fabrication of product, processed through receiving inspection.

\_\_\_\_\_

3.) Do receiving inspection records indicate acceptance or rejection of incoming material.

\_\_\_\_\_

4.) Is acceptable material identified and segregated from non-inspected materials and non-conforming materials.

\_\_\_\_\_

5.) Are test reports and/or certificates and physical analyses on file.

\_\_\_\_\_

For how long: \_\_\_\_\_

6.) Are approved vendors used for purchasing of material, parts and services and are they listed on an approved supplier list.

\_\_\_\_\_

7.) Does Quality Assurance/Control review purchase orders to verify, P/N, Specification (If applicable) type, grade, size, type of material or process.

\_\_\_\_\_

8.) Is there objective evidence of this review?

\_\_\_\_\_

9.) Are periodic tests or inspections conducted to verify accuracy of sub-tier supplier certificates and reports?

\_\_\_\_\_



# US Toyo Fan Corporation

## Supplier Survey

	Yes	No	N/A
10.) Does a system exist that ensures the control of stored material and their issuance.	_____	_____	_____
11.) Are age controlled materials identified properly.	_____	_____	_____

### Production processing and fabrication

1.) Does quality assurance review production fabrication order, shop traveler, or job card.	_____	_____	_____
2.) Is there objective evidence of this review.	_____	_____	_____
3.) Are adequate inspection points and instructions in place to assure satisfactory control.	_____	_____	_____
4.) Is there a first article completed for each operation, prior to production.	_____	_____	_____
5.) Is this inspection completed by Quality.	_____	_____	_____
6.) Is there objective evidence of this inspection.	_____	_____	_____
7.) Are written procedures available for the in-process control or fabrication.	_____	_____	_____
8.) Are in-process inspections documented in a manner to provide positive status of the inspected item.	_____	_____	_____
9.) Are outside sources , used for special processes, evaluated and approved prior to the work or satisfactorily after receipt.	_____	_____	_____
10.) Is material and supporting instructions identifiable to manufacturing and inspection personnel responsible for the operation.	_____	_____	_____
11.) Have you implemented statistical process control (SPC).	_____	_____	_____
12.) If upon request, could you supply control charts and/or data including process capability.	_____	_____	_____
13.) Is a final inspection performed and documented prior to shipment.	_____	_____	_____

### Special Process

1.) Does your facility have the capability of performing special processing, such as non-destructive testing, welding, chemical analysis, heat treatment, plating, etc.	_____	_____	_____
2.) Is there a written procedure for personnel performing special processes.	_____	_____	_____



# US Toyo Fan Corporation Supplier Survey

	Yes	No	N/A
3.) Are special processes documented and their results verified to the drawing specifications or other applicable documents.	_____	_____	_____
4.) Do you maintain a laboratory for chemical and/or metallurgical analysis.	_____	_____	_____
5.) Are your laboratory services procured.	_____	_____	_____
6.) Is a qualified supplier list maintained for vendors conducting special processing.	_____	_____	_____

## Measuring and Inspection Equipment

1.) Is measuring and inspection equipment maintained at your facility.	_____	_____	_____
2.) If so is measuring and inspection equipment calibrated at established intervals.	_____	_____	_____
3.) Is the calibration system deigned to meet ANSI Z540/ISO 10012-1.	_____	_____	_____
4.) Are calibration records maintained and traceable to the origin.	_____	_____	_____
5.) If outside calibration services are used to perform the above certifications , are records maintained of servicing.	_____	_____	_____
6.) Are new and reworked tools, gages, measuring and test equipment checked for accuracy prior to use.	_____	_____	_____

## Tooling Control

1)Is tooling used as a medium of inspection checked for accuracy prior to use or at established intervals	_____	_____	_____
2.) Is there a tooling checkout and accountability system in affect.	_____	_____	_____
3.) Is tooling identified to show when the next inspection is due, or re-inspection prior to use in production.	_____	_____	_____
4.) Is tooling in non-production use stored so as to prevent damage or loss of accuracy.	_____	_____	_____

## Control of Non-Conforming Material

1. Are written procedures, policies, and work instructions provided for :			
A.) Identification of non-conforming material.	_____	_____	_____
B.) Segregation of non-conforming material.	_____	_____	_____



# US Toyo Fan Corporation Supplier Survey

	YES	No	N/A
2.) Are non-conforming materials promptly identified and separated from normal production.	_____	_____	_____
3.) Does inspection have the authority to suspend production due to poor quality.	_____	_____	_____
4.) Are adequate holding/bond areas available and used.	_____	_____	_____
5.) Are non-conforming materials sent to end user for disposition.	_____	_____	_____
6.) Are corrective action procedures in effect to prevent re-occurrence of discrepancy.	_____	_____	_____
<b>Delivery.</b>			
1.) Are work procedures or instruction available to identify handling, packaging, marking and shipping procedure.	_____	_____	_____
2.) Prior to shipment are completed items and shipping paperwork inspected for:			
A.) Identification (Acceptance etc.) and Quality.	_____	_____	_____
B.) Degradation:	_____	_____	_____
C.) Proper packaging and marking.	_____	_____	_____
D.) Miscellaneous customer requirements.	_____	_____	_____
E.) Accurate and complete supporting documents.	_____	_____	_____
3.) Can copies of the following documents be furnished with materials shipped.	_____	_____	_____
A.) Raw material certifications and test reports.	_____	_____	_____
B.) First article test reports.	_____	_____	_____
C.) Final inspection records.	_____	_____	_____
D.) Special process certifications or test reports.	_____	_____	_____
E.) Certificate of conformance to P.O. requirements.	_____	_____	_____



# US Toyo Fan Corporation Supplier Survey

	Yes	No	N/A
<b>Housekeeping/Safety</b>			
1.) Are work and storage areas clean from dirt, refuse, or other articles that could contaminate or damage acceptable product.	_____	_____	_____
2.) Is the work environment kept in an orderly condition to ensure the integrity of the product	_____	_____	_____
3.) Upon request, will your facility supply material safety data sheets (MSDS) for applicable materials.	_____	_____	_____

## General

1.) Please list below the prime contractors that have approved your Quality Assurance System

_____			
_____			
_____			
_____			

4.) Will you permit a US Toyo Fan Authorized representative to conduct on-site quality evaluations at various stages of production.	_____	_____	_____
5.) Will you provide necessary personnel and equipment to US Toyo Fan Corporation representatives to verify all quality concerns.	_____	_____	_____

**Survey performed by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# US Toyo Fan Corporation

Date:

To: *(add supplier's name & address)*

Subject : Supplier quality system survey

Attn: Quality Assurance Manager.

A review of our records shows it's now time to re-new our annual survey of your Quality Assurance System.

Enclosed you will find a copy of US Toyo Fan Corporation Supplier Survey. Please answer all questions as they **Apply** to your company. The information you provide us will help in approving your company to do work for us. **It's imperative that the questionnaire be returned within 15 days of receipt.**

If you have any questions or if there is a problem with processing the questionnaire please contact me.

Thank You,

Arnold Weisman  
QA/QC Manager  
[amweisman@ustoyofan.com](mailto:amweisman@ustoyofan.com)





# US Toyo Fan Corporation

Date:

To: *(add supplier's name and address)*

Subject : Supplier quality system survey

Attn: Quality Assurance Manager.

A review of our records shows that your Quality System has not yet been reviewed by us.

Enclosed you will find a copy of our Supplier Survey Form. Please answer all questions as they **Apply** to your company. The information you provide will help in approving your company to do work for us. It's imperative that the questionnaire be returned within 15 days of receipt .

If you have any questions or if there is a problem with processing the questionnaire please contact me.

Thank You,

Arnold Weisman  
QA/QC Manager  
[amweisman@ustoyofan.com](mailto:amweisman@ustoyofan.com)



# US Toyo Fan Corporation

## Request for Candidate Supplier

TO: \_\_\_\_\_ FROM: \_\_\_\_\_

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SUPPLIER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ITEM PROPOSED FOR PROCUREMENT FROM THIS SOURCE: \_\_\_\_\_

APPLICABLE DRAWINGS AND/OR SPECIFICATIONS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ APPROVED BY : \_\_\_\_\_ DATE : \_\_\_\_\_

### QUALITY ASSURANCE ACKNOWLEDGEMENT

☐

**REQUEST ACCEPTED**

☐

**REQUEST DENIED**

(State reason for denial)

REASON: \_\_\_\_\_

SURVEY SCHEDULED FOR : \_\_\_\_\_ APPROVED BY: \_\_\_\_\_



# US Toyo Fan Corporation

## INTERNAL CORRECTIVE ACTION REQUEST

I.C.A.R. # \_\_\_\_\_

DATE WRITTEN: \_\_\_\_\_

DATE DUE: \_\_\_\_\_

DR NUMBER: \_\_\_\_\_ PART NUMBER: \_\_\_\_\_

JOB NUMBER: \_\_\_\_\_ RESPONSIBLE DEPARTMENT: \_\_\_\_\_

FINDINGS:

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ROOT CAUSE:

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CORRECTIVE ACTION:

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Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Effectivity Date: \_\_\_\_\_ Follow Up Required: Yes ☐ No ☐

FOLLOW UP:

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Quality Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



# US Toyo Fan Corporation

## SUPPLIER CORRECTIVE ACTION REQUEST

S.C.A.R. # \_\_\_\_\_

DATE WRITTEN: \_\_\_\_\_

DATE DUE: \_\_\_\_\_

DR NUMBER: \_\_\_\_\_ PART NUMBER: \_\_\_\_\_

JOB NUMBER: \_\_\_\_\_ RESPONSIBLE DEPARTMENT: \_\_\_\_\_

FINDINGS:

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ROOT CAUSE:

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CORRECTIVE ACTION:

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Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Effectivity Date: \_\_\_\_\_ Follow Up Required: Yes ☐ No ☐

FOLLOW UP:

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Quality Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**U.S.TOYO FAN Corp.**  
**SUPPLIER CORRECTIVE ACTION LOG**

CAR NO.	DR NO	RESPONSIBLE DEPARTMENT	DATE ASSIGNED	DATE DUE	DATE OF RESPONSE	REMARKS
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
012						
013						
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031						
032						
033						
034						



# U.S. Toyo Fan Corporation

Date:

To: Quality Assurance Manager

From: Arnold Weisman  
QA/QC Manager

Subject:

ATTN: Quality Assurance Manager

Information concerning a rejection has been brought to my attention. Please provide a statement explaining root cause of discrepancy and corrective action taken to prevent recurrence of same or like anomalies in future orders. Please return to the address shown below within fifteen (15) working days with your response.

Your cooperation is appreciated.

Thank you,

Arnold Weisman  
QA/QC Manager  
[amweisman@ustoyofan.com](mailto:amweisman@ustoyofan.com)

## IN HOUSE REJECTION LOG

[illegible]



# U.S. Toyo Fan Corporation Quotation

To:

Phone:

Attn:

Fax:

=====

We are pleased to quote the following:

<u>Item</u>	<u>Part No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>
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Pricing above is based on one shipment only. No scheduled shipments.

Standard lead time to ship:

Quality Requirements per R.F.Q.

No Quality Requirements Stipulated. ☐

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**Minimum Billing \$ 150.00 Total Per Order**

Terms: Net 30 Days  
F.O.B. San Gabriel, Ca.  
Quote Valid for 30 Days  
from the above date.

**U.S. Toyo Fan Corporation**

Signature: \_\_\_\_\_

16025 Arrow Hwy, Suite F \* Irwindale, CA. 91706 \* PH 626-338-1111 \* Fax 626-338-1119  
Website: WWW.ustoyofan.com





# US Toyo Fan Corporation

## Employee Training Record

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Trained By: \_\_\_\_\_ Start Date: \_\_\_\_\_

The employee listed above has demonstrated satisfactory working knowledge of the following areas and is qualified to function in the areas indicated.

### Department

	Initials	Completion Date
Conventional Lathe		
Inspection Techniques		
Conventional Mill		
Inspection Techniques		
CNC Mill		
Inspection Techniques		
Deburr		
Inspection Techniques		
Drilling		
Inspection Techniques		
Saws		
Inspection Techniques		
Inspection		
Inspection Requirements		

The employ has demonstrated capability to use:

- 1.) Micrometers ☐ 2.) Height Gage ☐ 3.) Vernier Calipers ☐  
4.) Dial Calipers ☐ 5.) Pin Gages ☐ 6.) Thread Gages ☐

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: Manufacturing Supervisor

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: Quality Assurance/Control Manager



# US Toyo Fan Corporation

## General Employee Training Record

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Trained By: \_\_\_\_\_ Start Date: \_\_\_\_\_

The employee listed above has demonstrated satisfactory working knowledge of the following areas and is qualified to function in the areas indicated.

Requirement	Title	Completion Date

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_