



Supplier Capability Assessment

(SCA 2014)



Supplier Capability Assessment

Section 1: Introduction and Table of Contents

Dear Supplier,

In order to better service the needs of our clients and aid in our vendor selection process Collins Machine Works is instituting a Supplier Capability Assessment (SCA). We request that your company review and complete all sections of this package within 30 days of receipt; instructions for submittal are located in Section 6 of this package.

Information provided in this package will be utilized to ensure that Collins Machine Works RFQ's and awarded purchase orders are routed to appropriate suppliers.

Please note, some sections may not be applicable to your company or the services you provide. If this is the case please check the respective "Not applicable" fields and provide explanation as required. Furthermore your company may be required to resubmit previously submitted items.

Collins Machine Works appreciates your assistance in this matter and we look forward to our continuing business relationship.

Best Regards,
Jacob Brown

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Supplier Capability Assessment

Section 2: Supplier Information

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Explanation:

Provide details on your company as required on the attached form. In the case of large businesses, please use regional or account specific information as necessary.

Required Submittals:

Company W-9 Tax Form



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Section 2: Supplier Information

For large businesses, please use regional/account specific information where applicable

Company Name:

Address:	Remit Address:
City, State, ZIP:	City, State, ZIP
Telephone:	Telephone:
Fax:	Fax:
Payment Terms:	CAGE code / D&B number:

Key Personnel:	Name	Direct Phone & Email
President/Owner/Regional Manager		
Responsible for Quality System		
Sales Manger		
Outside Sales Representative		
Inside Sales Representative		
Accounts Receivable Representative		

Primary Industries Served:

Products and Services Provided:

Remarks:



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Section 3: Certificate of Liability Insurance

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Vendors that provide on-site services to Collins Machine Works are required to submit their Certificate(s) of Liability Insurance issued by their respective underwriter(s) for the current period and then after every renewal.

Please have the "Certificate Holder" designated as follows:

*Artcraft Fabricators T/A Collins Machine Works
ATTN: Purchasing Department
2707 Syer Rd
Portsmouth, VA, 23707*

In addition, in the "Remarks" column we require that the contracted party shall name Artcraft Fabricators et al as an additional Insured to your policy, to include completed operations. Each certificate shall have a copy of the endorsement attached. Lastly, vendors that provide services onboard a vessel, pierside, or at a shipyard are required to have United Shipyard, Longshoreman, and Harborworkers (USL&H) insurance. This must be included on the provided insurance certificate.

Required Submittal:

Certificate(s) of Liability Insurance



Supplier Capability Assessment

Section 4: Quality Assurance Questionnaire

Section 4: Quality Assurance Questionnaire

Explanation:

Provide details on your company as required on the form provided. In the case of large businesses, please use regional or account specific information as necessary.

This sheet will be used to assess Quality Assurance capabilities for vendors and subcontractors. We have defined vendors into four categories as follows:

Raw Material – Vendors that provide materials in unfinished state such as metal bars and plates, plastics, welding wire, and some chemicals and lubricants.

Services – Vendors that provide processes which contribute to the manufacture of Collins Machine Works product. Such as NDT, heat treatment, coatings/nitriding/metalizing, and calibration.

Manufacturing (MFG) & Assembly – Vendors that provide finished parts and specific manufacturing services to Collins Machine Works such as custom/mil-spec fasteners, welding, sheetmetal fabrication, and machining.

Please note that it is possible for your company to fall into more than one of these categories, please check all that apply.

Definitions:

VSRA – Means “Virginia Ship Repair Association”

HII-NNS – Means “Huntington Ingalls Industries – Newport News Shipbuilding”

GDEB – Means “General Dynamics Electric Boat”

NAVSEA – Means “Naval Sea Systems Command”

ITAR – Means “International Trafficking in Arms Regulation”

Required Submittals:

Quality System Accreditation (as required)

Calibration System Accreditation (as required)



Supplier Capability Assessment

Section 4: Quality Assurance Questionnaire

For large businesses, please use regional/account specific information where applicable

Company Name:			
Type of Company:	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Services	<input type="checkbox"/> MFG / Assembly
Personnel Total:	Production Personnel Total:		
Engineering Personnel Total:	QA Personnel Total:		
Equipment:	Number of Shifts:		
Dates of Routine Shutdown:			

Quality Program Information

Quality System:	<input type="checkbox"/> ISO 9001	<input type="checkbox"/> MIL-I-45208	<input type="checkbox"/> EB 2678	<input type="checkbox"/> MIL-Q-9858	<input type="checkbox"/> NADCAP	<input type="checkbox"/> Other
Other Quality System (please specify):						
Do you have a quality manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" is it available for review?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of current QA manual revision:		Calibration System (please specify):				
Do you have written QA procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you allow audits of your facility (non-financial)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you perform sub-tier audits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Purchase order requirements passed down to sub-tiers?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Material traceability system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please specify:				
Are you an HII-NNS or GDEB Level 1 supplier?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" what is the date and result of last audit?				
Are you a VSRA member?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" what is the date and result of last audit?				
Are incoming items held pending inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are your inspections:	Sample based? <input type="checkbox"/> Yes <input type="checkbox"/> No	100% <input type="checkbox"/> Yes <input type="checkbox"/> No	Other: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "other" please specify:						
Is your company ITAR Compliant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you registered with the Directorate of Defense Trade Controls (DDTC)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is 100% inspection performed if items are found to be defective?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are Non-Conformance reports generated?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is corrective action performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are root causes addressed in corrective actions?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are records of nonconformances and corrective actions maintained?					<input type="checkbox"/> Yes <input type="checkbox"/> No	

Welding / Brazing Information

Do you perform Welding / Brazing Processes?		<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please skip this section)				
Processes Performed:	<input type="checkbox"/> SMAW	<input type="checkbox"/> GTAW	<input type="checkbox"/> GMAW	<input type="checkbox"/> SAW	<input type="checkbox"/> FCAW	<input type="checkbox"/> OTHER
Other (please specify):						
Personnel qualified to S9074-AQ-GIB-010/248?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other qualifications please specify:				
Procedures qualified to S9074-AR-GIB-010/248?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other qualifications please specify:				
Do you have any procedures approved by HII-NNS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any procedures approved by GDEB?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any procedures approved by NAVSEA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you provide approval documentation for any approved procedures?			<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Section 4: Quality Assurance Questionnaire

For large businesses, please use regional/account specific information where applicable

Non-Destructive / Destructive Testing Information			Do you perform NDT / DT Processes?			<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please skip this section)			
Capabilities:	<input type="checkbox"/> MT	<input type="checkbox"/> UT	<input type="checkbox"/> PT	<input type="checkbox"/> RT	<input type="checkbox"/> VT	<input type="checkbox"/> Hydro	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Chemical	<input type="checkbox"/> Other
If "Other" please specify:									
Personnel qualified to NAVSEA T9074-AS-GIB-010/271?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Other qualifications please specify:					
Procedures qualified to NAVSEA T9074-AS-GIB-010/271?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Other qualifications please specify:					
Do you have any procedures approved by HII-NNS		<input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have any procedures approved by GDEB?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any procedures approved by NAVSEA?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Can you provide VPAR or approval letters for any approved procedures?			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Remarks:



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Section 5: Dodd-Frank Act Conflict Minerals Reporting Questionnaire

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Explanation:

As a result of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Conflict Minerals rules recently adopted by the U.S. Securities and Exchange Commission ("SEC"), many companies, including some of our customers, are required to make disclosures regarding whether "conflict minerals" used to manufacture their products originated in the Democratic Republic of Congo ("DRC") or the adjoining countries (collectively, together with the DRC, the "Covered Countries" are Angola, Burundi, Central African Republic, Congo Republic, Rwanda, Tanzania, Uganda, and Zambia). These "conflict minerals" consist of columbite-tantalite, cassiterite, gold, wolframite, or their derivatives, which are initially limited to **tantalum, tin, and tungsten** (collectively, the "Conflict Minerals").

Artcraft Fabricators Inc. (including its subsidiaries) will not purchase material that is that is not "DRC conflict free" (as defined by the applicable SEC rules), from you or any other supplier. We require that all material you supply to Artcraft Fabricators be "DRC conflict free" and request your formal confirmation that, from and after 30 days of receipt of this notice, all material supplied by your company is and will be "DRC conflict free."

Please fill out the attached questionnaire and return it to Artcraft Fabricators no later than 30 days after receipt to confirm as indicated below that all material you supply is "DRC conflict-free." If you are not able to make such confirmation or are in the process of surveying your supply chain, please contact me immediately.

Thank you in advance for your immediate response to this request. If you have any questions on this matter please feel free to contact purchasing at 757-399-7777. We look forward to a continued relationship with your organization.

Required Submittals:

Company Dodd-Frank Act Conflict Minerals Declaration (as required)



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Section 5: Dodd-Frank Act Conflict Minerals Reporting
Questionnaire

Company Name:

CONFIRMATION OF DRC CONFLICT FREE STATUS

By countersigning section six of this document package _____ *[insert your company name]* (“Supplier”) hereby certifies that all material it has supplied and will supply to Artcraft Fabricators Inc. (including its subsidiaries) from and after 30 days of the date below is “DRC conflict free” as follows *(check applicable option(s))*:

- The materials supplied by Supplier do not contain or utilize **tantalum, tin and tungsten, and gold** (collectively, “Conflict Minerals”).
- The materials supplied by Supplier to Artcraft Fabricators Inc. (Including its subsidiaries) from and after 30 days of the date below that contain or utilize any Conflict Minerals do not originate from any of the Covered Countries (as defined above). Supplier has implemented procedures to identify and monitor the origin of materials (other than those from recycled or scrap sources) that are produced with Conflict Minerals.
- The materials supplied by Supplier to Artcraft Fabricators Inc. (including its subsidiaries) from and after 30 days of the date below that contain or utilize any Conflict Minerals are from recycled or scrap sources.

Please include your company’s conflict minerals declaration as a submittal with this package if available.



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Section 6: Submittal Instructions

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Submittal Checklist (as required):

Company W-9	<input type="checkbox"/> Included
Certificate(s) of Liability Insurance	<input type="checkbox"/> Included
Quality System Accreditation	<input type="checkbox"/> Included
Calibration System Accreditation	<input type="checkbox"/> Included
Dodd-Frank Act Conflict Minerals Declaration	<input type="checkbox"/> Included
Section 2 Complete	<input type="checkbox"/> Included
Section 3 Complete	<input type="checkbox"/> Included
Section 4 Complete	<input type="checkbox"/> Included
Section 5 Complete	<input type="checkbox"/> Included

FAXED COPIES WILL NOT BE ACCEPTED

Electronic submittals may be sent to jbrown@collinsmachine.net with the subject line "SCA Submittal [Company name]" Please note that all electronic submittals must have either a valid digital signature (example below) or a signed copy of this page scanned and accompanying the filled out digital version to be accepted.

John
Kirkland_6257(Signature)

Digitally signed by John Kirkland_6257(Signature)
DN: dc=com, dc=evincible, dc=fis, o=COLLINS
MACHINE WORKS, cn=John Kirkland_6257(Signature)
Date: 2014.02.05 13:43:32 -05'00'

(Signature)

Please have your representative sign for the accuracy of the content of this package in the block below

SCA Reviewed by:	Title:
Signature:	Date: