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PRESURVEY QUESTIONNAIRE
QUALITY SYSTEM CERTIFICATES
MATERIAL ORGANIZATIONS

The following information is requested in connection with the upcoming ASME Survey of your Facility. This information is needed by the ASME's Survey Team at the time of its presurvey meeting, at which time your Quality Assurance Manual will be reviewed prior to the Team's conducting the Survey. Kindly answer the following questions to the best of your ability to assist the Survey Team in its presurvey meeting. You may, if you desire, supplement this general information in any manner which, in your opinion, will be of assistance in understanding your system, facility, or anything your Company does which has a significant bearing on Code activities within your organization. If additional space is needed, supplemental sheets may be used and keyed to the question number. The original of this questionnaire and a copy is to be provided to the Survey Team Leader with sufficient additional copies for each member of the Team.

1 GENERAL INFORMATION

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

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

\_\_\_\_\_

Facility Address:
(if different) \_\_\_\_\_

\_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

2 DEFINITION

2.1 The application submitted is for accreditation as a Material Organization (Metallic) as defined in NCA-9000/WA-9000.

2.2 Do you manufacture materials to SA, SB or SFA specifications?

What product forms do you manufacture?

Demonstration of program controls for manufacture is required if answer to above is yes.

2.3 Do you supply materials manufactured by others to SA, SB or SFA specifications?

What are the main product forms supplied?

Demonstration of program controls for supply is required if answer to above is yes.

3 COMPONENT MANUFACTURERS, INSTALLERS & OWNERS

3.1 Approximately, to how many Nuclear Component Manufacturers, Installers, and/or Owners do you supply materials?

3.2 Approximately to how many ASME III Division 3 N-3 and NPT Certificate Holders do you supply materials?

3.3 If you supply materials to material organizations, how many material organizations do you supply? Please list the major ones and, if known, indicate whether or not they hold ASME Quality System Certificates.

3.4 Approximately what percentage of your business is in the nuclear field?

4 OPERATIONS

4.1 Briefly describe the operations you perform in your facilities.

4.2 Indicate below which types of material you process.

Ferrous

- carbon steel
- low alloy steel

High Alloy Steel

- austenitic
- martensitic
- Precipitation  
Hardened

Nonferrous

- aluminum & aluminum alloys
- copper & copper alloys
- copper-nickel alloys
- nickel & nickel alloys
- titanium & titanium alloys

Comments:

4.3 Approximately how many people are directly employed in your material functions?

4.4 Do you have a QA or QC department as a separate function in your facilities? If so, how many people are employed in this area? Name the QA Manager.

4.5 Who in your organization is responsible for assuring correct application of the QSC number and expiration date on the CMTR or C of C under your Quality Program? Does the Quality Manual include controls and define responsibilities for this activity?

5 QUALITY ASSURANCE

5.1 Do you have a documented Quality System Program? (NCA-3851/WA-3851)

5.2 When did the most recent internal audit of your program occur? Were check lists used? Did you audit the entire program or selected elements?

5.3 Does your program as a Material Organization include controls for:

- (a) qualification of Material Organizations (NCA-3820/WA-3820/NCA-3842/WA-3842)
- (b) material testing (NCA-3855.2/WA-3855.2)
  - (1) product analysis
  - (2) physical properties testing
- (c) weld repair (NCA-3855.2/WA-3855.2)
- (d) utilization of unqualified source material (NCA-3855.5/WA-3855.5)
- (e) approval and control of suppliers of source material (NCA-3842.2 & NCA-3855.3; WA-3842.2 & WA-3855.3)
- (f) nondestructive examination (NCA-3855.2/WA-3855.2)
- (g) heat treatment (NCA-3855.2/WA-3855.2)
- (h) approval and control of suppliers of services (NCA-3842.2 & NCA-3855.3; WA-3842.2 & WA-3855.3)
- (i) shipment of material to parties other than the party performing the qualification. (NCA-3842.2 and NCA-3851.2)
- (j) Operations performed during the melting and heat analysis (NCA-3851.2/WA-3851.2)
- (k) operations performed affecting the mechanical properties. (NCA-3851.2/WA-3851.2)
- (l) conversion from one product form into another product form including applicable dimensional requirements and certification to applicable material specification (NCA-3851.2/WA-3851.2)

6 CONSULTANTS

If you have employed a Consultant in preparation for this survey, please state the Consultant's name and organization.

7 JOINT VENTURES

7.1 Is your organization a Joint Venture? If it is, indicate whether the legal relationship between the participants of the Joint Venture is that of a Partnership or Corporation.

7.2 If a Joint Venture Partnership, have all Partners in the Partnership signed the application? Indicate the partner having overall responsibility.

8 QUALITY SYSTEM MANUAL

Have you prepared the manual in other than the English version? Please identify the language(s).

9 QUESTIONS

It is the desire of ASME to assist you in acquiring ASME certification. Please list any questions.

Submitted by: \_\_\_\_\_

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

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

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