



KELLER TECHNOLOGY CORPORATION

11905 VANSTORY DRIVE, HUNTERSVILLE, NC 28078

TELEPHONE: (704) 875-1605 FAX: (704) 875-8013

www.kellertechnology.com

KTC – Huntersville New Supplier Application Packet

1. Please note, this is an application to become an Approved Supplier for the Charlotte / Huntersville facility of Keller Technology only. Applications for the Buffalo facility must be completed and filed separately per instructions on the Supplier page.
2. To apply for the KTC-H approved Supplier Program, first read all FAQ's on the Supplier page.
3. Complete the forms below with all current, accurate, and available information.
 - Complete all pages which apply to your company.
 - If you provide multiple services such as calibration, fabrication, & plating indicate this clearly in the notes and comments sections.
 - If you provide a single service where there is regulatory oversight (ex: Device Calibration & ISO 17025 certification) please indicate this clearly in the comment section and include current certifications.
 - Complete all pages and indicate the areas that do not apply to your business.
4. Attach all items listed below to an email and send to: HuntersvilleSuppliers@KellerTechnology.com
 - Supplier Application Packet (this document)
 - Signed copy of KTC DOC-00129 Supplier Trade Ethics & Labor Conformity Letter
 - Current copy of your companies W-9 form
 - Any requests for KTC credit references or payment terms
 - Any relevant current Certifications, Quality Manuals, or other supporting documentation
5. **Please note:**
 - Submission of an application does not guarantee approval or immediate orders.
 - We only purchase from Approved Suppliers however, Approved Suppliers are not guaranteed orders on approval. Orders are placed based on business need.
 - Approved Suppliers will be contacted when they are added to the Approved Supplier List
 - Due to volume of applications, we are unable to contact suppliers who are not approved. Please do not call or email with follow-ups.



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Business Profile

Company Contact Information

Supplier Name: _____ Dun & Bradstreet #: _____

Phone #: _____ Fax #: _____

Email Address: _____ Payment Terms: _____

Mailing Address: _____

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Shipping Address: _____ Same As Mailing

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Administrative Operations

CEO/President: _____ # Office Employees: _____ Years in Business: _____

All Employees US Citizens: Yes No # Direct Employees: _____ Available Shifts: _____

Facilities Total Square Footage: _____ Own or Lease: _____

General Company Information

Industry & Regulatory Certifications Currently Held (submit certificate copies with this form):

Primary Areas of Expertise:

Fabrication

Specialty Coatings

Calibration (ISO 17025 Cert Required)

Logistics

Other: _____

Sales Contact:

Name: _____ Email: _____ Phone: _____

Individual Responsible For Completing This Form:

Name: _____ Position: _____



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Quality Management Systems

General Quality Systems Information

Section Does Not Apply

Yes No
 ISO Certified

Yes No
 Quality Manual on file?

Yes No
 Six Sigma / Lean Training

ISO Certifications Held (submit certificate copies with this form):

Areas Covered By Documented Quality Management System:

Yes No
 Procurement

Yes No
 Material Storage

Yes No
 Measuring & Test Equipment

Design Control

Receiving Inspection

In-Process Inspection

Packing & Delivery

Final Product Inspection

Nonconforming Material

Additional Comments:

Internal Auditing

Section Does Not Apply

Yes No
 Is there a documented internal audit process?

Are audit findings tracked & resolved?

Are audit findings reviewed by management?

Additional Comments:

Corrective Actions Program

Section Does Not Apply

Yes No
 Is there a documented corrective actions procedure?

Are nonconforming products analyzed for root cause?

Are nonconformances tracked for recurring issues?

Is the corrective actions program reviewed by top management?

Additional Comments:



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Inspection Department

General Inspection Details

Section Does Not Apply

Number of Inspection Employees: _____

Inspection Dept. Square Footage: _____

Calibration Equipment Labeled: _____

Calibration Schedule & Tracking: _____

Inspection Equipment:

In-Process Inspection

Section Does Not Apply

Yes No

Current written procedures maintained for in-process inspection?

Is data recorded during first piece & in-process inspection?

Is nonconforming material identified and quarantined?

Are these procedures being followed?

Additional Comments:

Final Product Inspection

Section Does Not Apply

Yes No

Current written procedures maintained for final inspection?

Is final inspection acceptance performed by Quality Control?

Are the required tools called out on inspection procedures?

Are records of inspection and test results maintained?

Are these procedures being followed?

Additional Comments:



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Inspection (cont.)

Control of Inspection, Measuring, & Test Equipment

Section Does Not Apply

Yes No

- Is the company's calibration system designed to meet ISO/IEC 17025?
- Are written procedures in effect to control gages, measuring devices & test equipment?
- Is a tool checkout system in effect?
- Are customer-furnished tools, gages, and test equipment controlled?
- Are employee-owned measuring devices controlled?
- Do calibration records reflect I.D number and name?
- Do calibration records reflect frequency of calibration?
- Do calibration records reflect procedure for calibration?
- Do calibration records reflect calibrated and due dates?
- Are damaged, inaccurate, & 'reference only' devices easily identified?
- Are these procedures being followed?

Additional Comments:

Control of Nonconforming Product

Section Does Not Apply

Yes No

- Use of nonconformance reports to document deviations?
- Inspection status tags used to identify nonconformance?
- Are records maintained?
- Is there a review of repetitive discrepancies?
- Are these procedures being followed?

Additional Comments:



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Production Area

Production General

Section Does Not Apply

Estimated Department Square Footage: _____

Equipment Condition (rate 1-10 poor to excellent): _____

Production Cleanliness (rate 1-10 poor to excellent): _____

Yes No

Products Clearly Identified?

Organized Work Areas?

Raw Material Clearly Identified?

Material & Product Stored Properly (clean, dry, & organized)?

Additional Comments:

Production Capabilities (check all that apply)

Section Does Not Apply

CNC Milling

Horizontal

Vertical

_____ Maximum # of axes

Tolerance Capability

Medium —
Dimensional tolerances
accurate to $\pm .005"/.125\text{mm}$

Tight —
Dimensional tolerances
accurate to $\pm .0001"/.002\text{mm}$

Manual Turning

CNC Turning

Rapid Prototyping

Wire EDM

Plasma Cutting

Manual Milling

Blanchard Grind

Sheet Metal

Power Brake

Water Jet

Screw Machining

In-House Painting

Please describe all other specialty capabilities, equipment or certifications not already outlined:



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Materials Handling & Delivery

Product Handling General

Section Does Not Apply

Yes No

- Is there a documented product handling, packing and shipping procedure?
- Do storage areas keep unauthorized personal out?
- Are product and materials properly stored to prevent damage?
- Are materials properly labeled and identifiable (part number and rev.)?
- Is all material traceable to a purchase order or similar documentation?
- Are the documented procedures being followed?

Additional Comments:

Supplier Summary Comments:

KTC Supplier Liaison Notes: