

Supplier Qualification Quality Assurance System Survey

Company Name: _____
Company Address: _____

How to complete this survey:

For Suppliers holding **valid regulatory certifications** (FAA Part 145, EASA 145, TC AMO, etc)

- Please submit all current operating specifications, registration documents, and quality system approvals.
- Complete survey sections: **A , B and D**
- Please answer each question Yes or No, **do not leave blanks**
- Add comments as required
- Add other supporting documents as appropriate, or as requested.

For Suppliers that **do not** hold regulatory certifications, **AND** repair / overhaul aircraft parts:

- Please submit your current quality system approvals.
- Complete survey sections: **A through E**
- Please answer each question Yes or No, **do not leave blanks**
- Add comments as required
- Add other supporting documents as appropriate, or as requested.

For Suppliers that **do not** hold a valid regulatory certification(s) **and** are resellers of aircraft spare parts, **or** provide aircraft or aviation related goods or services:

- Please submit your current quality system approvals.
- Complete survey sections: **A , B, and C**
- Please answer each question Yes or No, **do not leave blanks**
- Add comments as required
- Add other documents as appropriate, or as requested

Supplier Qualification

Section 2 – Quality Assurance System Survey

Please respond to sections **A** through **E** as applicable.

A. Approvals/Certificates/Registrations held by the organization	Comments										
<p>List Regulatory Agency Approvals/Certificates Held <u>(Copies of certificates required)</u></p> <p><input type="checkbox"/> FAA – Mfr, PMA, PAH, TSOA, SBA, 14 CFR part 145, etc...</p> <p><input type="checkbox"/> EASA – Part 145, etc...</p> <p><input type="checkbox"/> Transport Canada – AMO, DAO, Authorized distributor, etc...</p> <p><input type="checkbox"/> Other Agency approvals (list):</p>											
<p>List Current Civil Quality System Standards Registration <u>(Copies of certificates required)</u></p> <p><input type="checkbox"/> ISO 9001</p> <p><input type="checkbox"/> AS 9100 or AS 9110</p> <p><input type="checkbox"/> ISO 17025 – calibration</p> <p><input type="checkbox"/> ASA 100 - distributors</p> <p><input type="checkbox"/> Other (list):</p>											
<p>List Current Military/Government Quality System Approvals <u>(Copies of certificates required)</u></p> <p><input type="checkbox"/> US DoD (list branches)</p> <p><input type="checkbox"/> Canada DND (list branches)</p> <p><input type="checkbox"/> Other (list):</p>											
<p>If applicable, list OEM Authorizations <u>(Provide copy of approval/agreement certificates/letters)</u></p> <table border="0"> <tr> <td><input type="checkbox"/> Rolls Royce</td> <td><input type="checkbox"/> Bombardier</td> </tr> <tr> <td><input type="checkbox"/> General Electric</td> <td><input type="checkbox"/> Falcon Jet</td> </tr> <tr> <td><input type="checkbox"/> Pratt and Whitney Canada</td> <td><input type="checkbox"/> Cessna</td> </tr> <tr> <td><input type="checkbox"/> Honeywell</td> <td><input type="checkbox"/> Gulfstream</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other (list):</td> </tr> </table>	<input type="checkbox"/> Rolls Royce	<input type="checkbox"/> Bombardier	<input type="checkbox"/> General Electric	<input type="checkbox"/> Falcon Jet	<input type="checkbox"/> Pratt and Whitney Canada	<input type="checkbox"/> Cessna	<input type="checkbox"/> Honeywell	<input type="checkbox"/> Gulfstream	<input type="checkbox"/> Other (list):		
<input type="checkbox"/> Rolls Royce	<input type="checkbox"/> Bombardier										
<input type="checkbox"/> General Electric	<input type="checkbox"/> Falcon Jet										
<input type="checkbox"/> Pratt and Whitney Canada	<input type="checkbox"/> Cessna										
<input type="checkbox"/> Honeywell	<input type="checkbox"/> Gulfstream										
<input type="checkbox"/> Other (list):											
<p>List Environmental Quality System Standards Registration (if applicable) <u>(Copies of certificates required)</u></p> <p><input type="checkbox"/> ISO 14001</p> <p><input type="checkbox"/> Other (list):</p>											

B. Quality Assurance Program – All Suppliers	Yes	No	Comments
1. Are you actively participating in a Drug and Alcohol Misuse Prevention program?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Suppliers based in the US and FAA Part 145 Repair Station suppliers:			
a. Anti-drug and Alcohol Misuse Prevention Program Operations Specification – Copy of Form A449 is required or,	<input type="checkbox"/>	<input type="checkbox"/>	
Anti-drug and Alcohol Misuse Prevention Program registered with the FAA, Office of Aerospace Medicine, Drug Abatement Division - Copy of Registration Letter Required	<input type="checkbox"/>	<input type="checkbox"/>	
b. Do your sub-tier suppliers participate in an approved Drug and Alcohol Misuse Prevention program?	<input type="checkbox"/>	<input type="checkbox"/>	
c. If yes to 2c, please provide copies of Anti-Drug & Alcohol Misuse Prevention Program compliance certificates for sub-tier suppliers.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you permit freedom of access to your facilities for the purposes of product verification at source and/or quality system auditing? This includes access by applicable regulatory agencies.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are you a FAA, Transport Canada [TC], or EASA approved entity? If yes, proceed directly to Section D.	<input type="checkbox"/>	<input type="checkbox"/>	

C. Quality Assurance Program – Non-Certificated Suppliers	Yes	No	Comments
1. Does your organization have a documented and established quality program?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the quality program include:			
a. Training and qualification of individuals?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Traceability and retention of quality records to demonstrate conformity of product?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Handling and storage provisions to prevent unauthorized release of product?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Identification, segregation, and control of nonconforming product?	<input type="checkbox"/>	<input type="checkbox"/>	
e. Notification to the purchaser of nonconforming or unairworthy product.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you have a roster that identifies individuals authorized to release a product after repair or inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
a. Do you have a roster listing all employees and job descriptions, to include supervisors and managers?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a manager responsible for making business decisions concerning quality, personnel, and financials?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the quality program give guidance on filling out and completing maintenance and inspection forms?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are all incoming materials and parts subjected to a documented receiving inspection (including hidden damage as applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all inspections and tests documented?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are measures taken to ensure inspectors do not inspect their own work?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do you segregate any non-aviation materials and / or maintenance activities?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are products protected from damage or contamination?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are there procedures in place to address continuity of inspection during shift changes?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is there a security system in place that is regularly reviewed by management?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are there procedures to meet customer specifications, requirements and verify those requirements are met?	<input type="checkbox"/>	<input type="checkbox"/>	

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14. Do you have an internal audit program to ensure customer requirements and corrective actions are being met?

C. Quality Assurance Program – Non-Certificated Suppliers

Yes No Comments

15. Are Audit findings and corrective action records kept for a minimum of 2 years?

16. Are there specified individuals in charge of Technical Data, Calibration, shelf life, and scrap parts?

17. Is there a procedure for preparation, maintenance and control of drawings, specifications, work instructions and other technical data?

18. Do you have procedures to determine major / minor repair scope?

19. Do procedures assure that obsolete, illegible, or marked up technical data is not used?

20. Are changes in technical data effectively identified and followed up for incorporation in your procedures?

21. Do you have a Tool / Equipment calibration program?

a. Are calibration records kept for at least 2 years or 2 cycles of calibration?

b. Does your system identify calibration due dates and cycles for each tool?

c. Are personal tools controlled under the calibration system?

d. Is the use of inspection equipment and tools traceable through the calibration system or through documentation?

e. Is there a process in place that prevents out-of-service or due for calibration tools and equipment from being used?

22. Do you have a shelf life program, which lists all items that have a shelf life?

a. Does the program ensure expired items will not be used?

23. Are training records kept for at least 2 years after a person has left the company?

24. Do you have procedures for training & maintaining proficiency of personnel?

25. Do you have a scrap control procedure?

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- | | | |
|--|--------------------------|--------------------------|
| 26. Do you keep records of scrapped life-limited parts for at least 2 years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Do the records include the part number, serial number, and date scrapped? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. When returning scrap to the customer, are the scrap parts rendered unusable? | <input type="checkbox"/> | <input type="checkbox"/> |

C. Quality Assurance Program – Non-Certificated Suppliers

Yes No¹ Comments

- | | | | |
|---|--------------------------|--------------------------|--|
| 29. Do you subcontract work to a sub-tier supplier(s)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| a. Do you flow down the purchaser's quality and specific purchase order requirements to sub-tier supplier(s)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 30. Will you provide a customer copy of your Quality Assurance Manual upon request | <input type="checkbox"/> | <input type="checkbox"/> | |
| 31. Do you comply with US Federal Acquisition Regulations Material Management requirements if required by purchase order? | <input type="checkbox"/> | <input type="checkbox"/> | |

D. Technical Process Capabilities and Standards **Comments**

1. Please provide a list of your organizations technical process capabilities and the associated technical standards used. (eg: SAE, ANSI, IEEE, ASTM, etc....). List Attached
 Or Complete Section E Process Capabilities Reference List

E. Process Capabilities – Reference List
 Please use this list to identify your organization’s capabilities and amend it as required.

Capability	In-House	Sub-Contracted	Comments
1. Welding	<input type="checkbox"/>	<input type="checkbox"/>	
a. GTA	<input type="checkbox"/>	<input type="checkbox"/>	
b. Electron Beam	<input type="checkbox"/>	<input type="checkbox"/>	
c. Resistance	<input type="checkbox"/>	<input type="checkbox"/>	
d. Micro-plasma	<input type="checkbox"/>	<input type="checkbox"/>	
e. Laser Cut/Weld/Clad	<input type="checkbox"/>	<input type="checkbox"/>	
2. Specialized Joining or Repair	<input type="checkbox"/>	<input type="checkbox"/>	
3. Shot Peening	<input type="checkbox"/>	<input type="checkbox"/>	
4. Furnace Brazing	<input type="checkbox"/>	<input type="checkbox"/>	
5. Heat Treating	<input type="checkbox"/>	<input type="checkbox"/>	
6. Fluoride Ion Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	
7. Cleaning and Stripping	<input type="checkbox"/>	<input type="checkbox"/>	
8. Plating (specify)	<input type="checkbox"/>	<input type="checkbox"/>	
9. Metallizing/Plasma	<input type="checkbox"/>	<input type="checkbox"/>	
10. Protective Coatings (specify)	<input type="checkbox"/>	<input type="checkbox"/>	
11. Non-Destructive Testing (specify)	<input type="checkbox"/>	<input type="checkbox"/>	
a. LPI (Liquid Penetrant Inspection)	<input type="checkbox"/>	<input type="checkbox"/>	
b. MPI (Magnetic Particle Inspection)	<input type="checkbox"/>	<input type="checkbox"/>	
c. Ultrasonic	<input type="checkbox"/>	<input type="checkbox"/>	
d. Radiography	<input type="checkbox"/>	<input type="checkbox"/>	
e. Eddy Current	<input type="checkbox"/>	<input type="checkbox"/>	
12. Functional Testing (specify type)	<input type="checkbox"/>	<input type="checkbox"/>	
Capability	In-House	Sub-Contracted	Comments
a. Hydraulic	<input type="checkbox"/>	<input type="checkbox"/>	

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b. Electrical	<input type="checkbox"/>	<input type="checkbox"/>	
i. Analog	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Digital	<input type="checkbox"/>	<input type="checkbox"/>	
c. Pneumatic	<input type="checkbox"/>	<input type="checkbox"/>	
d. Heat Exchanger	<input type="checkbox"/>	<input type="checkbox"/>	
e. Speed	<input type="checkbox"/>	<input type="checkbox"/>	
13. Machining/Grinding (specify)	<input type="checkbox"/>	<input type="checkbox"/>	
14. High Speed Grinding	<input type="checkbox"/>	<input type="checkbox"/>	
15. Electro-Chemical Machining	<input type="checkbox"/>	<input type="checkbox"/>	
16. Airflow/EFA/GFA Testing	<input type="checkbox"/>	<input type="checkbox"/>	
17. Airfoil or Seal Restoration (specify)	<input type="checkbox"/>	<input type="checkbox"/>	
18. Specialized Dimensional Inspection (specify)	<input type="checkbox"/>	<input type="checkbox"/>	
19. Others: Please list on separate attachment.	<input type="checkbox"/>	<input type="checkbox"/>	

Form Completed by: _____

Name

Position

Date: _____

Signature

Contact #

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