# Supplier Qualification

## Quality Assurance System Survey

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| --- | --- |
| 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 **or** non 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 / NA |
| **List Regulatory Agency Approvals/Certificates Held*****(Copies of certificates required)***[ ]  FAA – Mfr, PMA, PAH, TSOA, SBA, 14 CFR part 145, etc…[ ]  EASA – Part 145, etc…[ ]  Transport Canada – AMO, DAO, Authorized distributor, etc…[ ]  Other Agency approvals (list): |        |
| **List Current Civil Quality System Standards Registration*****(Copies of certificates required)***[ ]  ISO      \_\_\_\_\_\_\_\_\_\_\_\_[ ]  AS      \_\_\_\_\_\_\_\_\_\_\_\_[ ]  ISO 17025 – calibration[ ]  ASA 100 - distributors[ ]  Other (list):  |       |
| List Current Military/Government Quality System Approvals (Copies of certificates required) [ ]  US DoD (list branches)[ ]  Canada DND (list branches)[ ]  Other (list):  |       |
| If applicable, list OEM Authorizations(Provide copy of approval/agreement certificates/letters)[ ]  Rolls Royce [ ]  Bombardier[ ]  General Electric [ ]  Falcon Jet[ ]  Pratt and Whitney Canada [ ]  Cessna[ ]  Honeywell [ ]  Gulfstream[ ]  Other (list):  |       |
| **List Environmental Quality System Standards Registration (if applicable)*(Copies of certificates required)***[ ]  ISO 14001[ ]  Other (list):  |       |
| **List NADCAP approvals (if applicable)*****(Copies of certificates required)***[ ]  NDT [ ]  Heat Treatment[ ]  EDM [ ]  Coating[ ]  Chemical Processing [ ]  Welding[ ]  Other (list): |       |

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| B. Quality Assurance Program – All Suppliers | Yes | No | Comments / NA  |
| 1. Are you **actively participating** in a Drug and Alcohol Misuse Prevention program?
 | [ ]  | [ ]  |       |
| 1. **Suppliers based in the US and FAA Part 145 Repair Station suppliers:**
 |  |  |  |
| 1. Anti-drug and Alcohol Misuse Prevention Program Operations Specification – Copy of Form A449 is required or,
 | [ ]  | [ ]  |       |
| 1. Anti-drug and Alcohol Misuse Prevention Program registered with the FAA, Office of Aerospace Medicine, Drug Abatement Division - Copy of Registration Letter Required
 | [ ]  | [ ]  |       |
| 1. Do your sub-tier suppliers participate in an approved Drug and Alcohol Misuse Prevention program?
 | [ ]  | [ ]  |       |
| 1. If yes to 2c, please provide copies of Anti-Drug & Alcohol Misuse Prevention Program compliance certificates for sub-tier suppliers.
 |  |  |  |
| 1. Toxic substances US – EPA Toxic Substance Control Act Does your company import, manufacture or process any substance NOT included on the exemption list of active substances? (Note applies to United States only)
 | [ ]  | [ ]  |       |
| 1. 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.
 | [ ]  | [ ]  |       |
| 1. Does your company have a procedure to comply with duty time requirements? (for US based contractors only)
 | [ ]  | [ ]  |       |
| 1. **Are you a FAA, Transport Canada [TC], or EASA approved entity?** If yes, proceed directly to Section D.
 | [ ]  | [ ]  |       |

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| C. Quality Assurance Program – Non-Certificated Suppliers | Yes | No | Comments / NA |
| 1. Does your organization have a documented and established quality program?
 | [ ]  | [ ]  |       |
| 1. Does the quality program include:
 |  |  |  |
| 1. Training and qualification of individuals?
 | [ ]  | [ ]  |       |
| 1. Traceability and retention of quality records to demonstrate conformity of product?
 | [ ]  | [ ]  |       |
| 1. Handling and storage provisions to prevent unauthorized release of product?
 | [ ]  | [ ]  |       |
| 1. Identification, segregation, and control of nonconforming product?
 | [ ]  | [ ]  |       |
| 1. Notification to the purchaser of nonconforming or unairworthy product.
 | [ ]  | [ ]  |       |
| 1. Do you have a roster that identifies individuals authorized to release a product after repair or inspection?
 | [ ]  | [ ]  |       |
| 1. Do you have a roster listing all employees and job descriptions, to include supervisors and managers?
 | [ ]  | [ ]  |       |
| 1. Is there a manager responsible for making business decisions concerning quality, personnel, and financials?
 | [ ]  | [ ]  |       |
| 1. Does the quality program give guidance on filling out and completing maintenance and inspection forms?
 | [ ]  | [ ]  |       |
| 1. Are all incoming materials and parts subjected to a documented receiving inspection (including hidden damage as applicable)?
 | [ ]  | [ ]  |       |
| 1. Are procedures available for sensitive parts and equipment storage and handling?
 | [ ]  | [ ]  |       |
| 1. Are procedures available for the correct labeling, storage, and securing of high pressure bottles?
 | [ ]  | [ ]  |       |
| 1. Are all inspections and tests documented?
 | [ ]  | [ ]  |       |
| 1. Are measures taken to ensure inspectors do not inspect their own work?
 | [ ]  | [ ]  |       |
| 1. Do you segregate any non-aviation materials and / or maintenance activities?
 | [ ]  | [ ]  |       |
| 1. Are products protected from damage or contamination?
 | [ ]  | [ ]  |       |
| 1. Are there procedures in place to address continuity of inspection during shift changes?
 | [ ]  | [ ]  |       |
| 1. Is there a security system in place that is regularly reviewed by management?
 | [ ]  | [ ]  |       |
| 1. Are there procedures to meet customer specifications, requirements and verify those requirements are met?
 | [ ]  | [ ]  |       |
| 1. Do you have an internal audit program to ensure customer requirements and corrective actions are being met?
 | [ ]  | [ ]  |       |
| 1. Do you perform quality audits on suppliers and sub-contractors periodically?
 | [ ]  | [ ]  |       |
| C. Quality Assurance Program – Non-Certificated Suppliers | Yes | No | Comments / NA |
| 1. Are Audit findings and corrective action records kept for a minimum of 3 years?
 | [ ]  | [ ]  |       |
| 1. Are there specified individuals in charge of Technical Data, Calibration, shelf life, and scrap parts?
 | [ ]  | [ ]  |       |
| 1. Is there a procedure for preparation, maintenance and control of drawings, specifications, work instructions and other technical data?
 | [ ]  | [ ]  |       |
| 1. Do you have procedures to determine major / minor repair scope?
 | [ ]  | [ ]  |       |
| 1. Do procedures assure that obsolete, illegible, or marked up technical data is not used?
 | [ ]  | [ ]  |       |
| 1. Are changes in technical data effectively identified and followed up for incorporation in your procedures?
 | [ ]  | [ ]  |       |
| 1. Do you have a Tool / Equipment calibration program?
 | [ ]  | [ ]  |       |
| 1. Are calibration records kept for at least 3 years or 3 cycles of calibration?
 | [ ]  | [ ]  |       |
| 1. Does your system identify calibration due dates and cycles for each tool?
 | [ ]  | [ ]  |       |
| 1. Are personal tools controlled under the calibration system?
 | [ ]  | [ ]  |       |
| 1. Is the use of inspection equipment and tools traceable through the calibration system or through documentation?
 | [ ]  | [ ]  |       |
| 1. Is there a recall process in place that prevents out-of-service or due for calibration tools and equipment from being used?
 | [ ]  | [ ]  |       |
| 1. If you perform in house calibrations, are masters traceable to NIST or equivalent and are adequate environmental conditions maintained during calibrations?
 | [ ]  | [ ]  |       |
| 1. Do you have a shelf life program, which lists all items that have a shelf life?
 | [ ]  | [ ]  |       |
| 1. Does the program ensure expired items will not be used?
 | [ ]  | [ ]  |       |
| 1. Are training records kept for at least 3 years after a person has left the company?
 | [ ]  | [ ]  |       |
| 1. Do you have procedures for training & maintaining proficiency of personnel?
 | [ ]  | [ ]  |       |
| 1. Do you have a scrap control procedure?
 | [ ]  | [ ]  |       |
| 1. Do you keep records of scrapped life-limited parts for at least 3 years?
 | [ ]  | [ ]  |       |
| 1. Do the records include the part number, serial number, and date scrapped?
 | [ ]  | [ ]  |       |
| 1. When returning scrap to the customer, are the scrap parts rendered unusable?
 | [ ]  | [ ]  |       |
| C. Quality Assurance Program – Non-Certificated Suppliers | Yes | No | Comments / NA |
| 1. Do you subcontract work to a sub-tier supplier(s)?
 | [ ]  | [ ]  |       |
| 1. Do you flow down the purchaser’s quality and specific purchase order requirements to sub-tier supplier(s)?
 | [ ]  | [ ]  |       |
| 1. Do you maintain a list of approved vendors and/or subcontracted functions?
 | [ ]  | [ ]  |       |
| 1. Will you provide a customer copy of your Quality Assurance Manual upon request
 | [ ]  | [ ]  |       |
| 1. Do you comply with US Federal Acquisition Regulations Material Management requirements if required by purchase order?
 | [ ]  | [ ]  |       |

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| 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 ListPlease use this list to identify your organization’s capabilities and amend it as required. |
| **Capability** | **In-House** | **Sub-Contracted** | **Comments / NA** |
| 1. Welding
 | [ ]  | [ ]  |       |
| * 1. GTA
 | [ ]  | [ ]  |       |
| * 1. Electron Beam
 | [ ]  | [ ]  |       |
| * 1. Resistance
 | [ ]  | [ ]  |       |
| * 1. Micro-plasma
 | [ ]  | [ ]  |       |
| * 1. Laser Cut/Weld/Clad
 | [ ]  | [ ]  |       |
| 1. Specialized Joining or Repair
 | [ ]  | [ ]  |       |
| 1. Shot Peening
 | [ ]  | [ ]  |       |
| 1. Furnace Brazing
 | [ ]  | [ ]  |       |
| 1. Heat Treating
 | [ ]  | [ ]  |       |
| 1. Fluoride Ion Cleaning
 | [ ]  | [ ]  |       |
| 1. Cleaning and Stripping
 | [ ]  | [ ]  |       |
| 1. Plating (specify)
 | [ ]  | [ ]  |       |
| 1. Metallizing/Plasma
 | [ ]  | [ ]  |       |
| 1. Protective Coatings (specify)
 | [ ]  | [ ]  |       |
| 1. Non-Destructive Testing (specify)
 | [ ]  | [ ]  |       |
| * 1. (FPL/)LPI (Florescent/Liquid Penetrant Inspection)
 | [ ]  | [ ]  |       |
| * 1. MPI (Magnetic Particle Inspection)
 | [ ]  | [ ]  |       |
| * 1. Ultrasonic
 | [ ]  | [ ]  |       |
| * 1. Radiography
 | [ ]  | [ ]  |       |
| * 1. Eddy Current
 | [ ]  | [ ]  |       |
| 1. Functional Testing (specify type)
 | [ ]  | [ ]  |       |
| **Capability** | **In-House** | **Sub-Contracted** | **Comments / NA** |
| * 1. Hydraulic
 | [ ]  | [ ]  |       |
| * 1. Electrical
 | [ ]  | [ ]  |       |
| * 1. Analog
 | [ ]  | [ ]  |       |
| * 1. Digital
 | [ ]  | [ ]  |       |
| * 1. Pneumatic
 | [ ]  | [ ]  |       |
| * 1. Heat Exchanger
 | [ ]  | [ ]  |       |
| * 1. Speed
 | [ ]  | [ ]  |       |
| 1. Machining/Grinding (specify)
 | [ ]  | [ ]  |       |
| 1. High Speed Grinding
 | [ ]  | [ ]  |       |
| 1. Electro-Chemical Machining
 | [ ]  | [ ]  |       |
| 1. Airflow/EFA/GFA Testing
 | [ ]  | [ ]  |       |
| 1. Airfoil or Seal Restoration (specify)
 | [ ]  | [ ]  |       |
| 1. Specialized Dimensional Inspection (specify)
 | [ ]  | [ ]  |       |
| 1. Others: Please list on separate attachment.
 | [ ]  | [ ]  |       |

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