# Supplier Qualification

## Quality Assurance System Survey

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| Company Name: |  |
| Company Address: |  |
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Section 1 - 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, D and**  **C** (if checked)
* 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.

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| 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 | | 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. For aviation related suppliers: Do you have procedures for maintenance, preventative maintenance, alterations, and inspections? | |  |  | |  | |
| 1. For aviation related suppliers: Do you have procedures for performing final inspection of maintained articles? | |  |  | |  | |
| 1. Are measures taken to ensure inspectors do not inspect their own work? | |  |  | |  | |
| 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? | |  |  | |  | |
| 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? | |  |  | |  | |
| 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 List Please 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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| Form Completed by : |  |  |  |
|  | Name |  | Date: |
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|  | Position |  | Signature |
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|  |  |  | Contact # |
|  | Email |  |  |