

**Supplier Quality System Questionnaire**

**Company Overview**

Company Name: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Time in Business: \_\_\_\_\_ Employee Count: \_\_\_\_\_ **Business Size:** Small Business Large Business  
**Business Classification:** (check all that apply) N/A  
 Woman Owned Small Business Service-Disabled Veteran-Owned Small Business  
 Small Disadvantaged Business Small Business in a HUBZone

Principle Products: \_\_\_\_\_

If applicable, please provide the location of your parent company, headquarters, and/or any subsidiaries below: N/A

Status: \_\_\_\_\_ Name: \_\_\_\_\_ City, State: \_\_\_\_\_  
 Status: \_\_\_\_\_ Name: \_\_\_\_\_ City, State: \_\_\_\_\_  
 Status: \_\_\_\_\_ Name: \_\_\_\_\_ City, State: \_\_\_\_\_

**Management**

Gen. Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Sales Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Q.A. Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Quality System**

Certificates: AS 9100 ISO 9001 NADCAP PMA Other: \_\_\_\_\_ None  
 Please provide a copy of the certificate for each standard checked. **If the company does not have a certificate for Quality System Compliance, pages 3-4 are required to be completed.**

Have you ever been disqualified/disbarred as a supplier in the aviation industry or by the U.S Government? Yes No  
 If yes, please provide details: \_\_\_\_\_

**Special Processes**

Check all that apply: Welding Plating Heat Treat Chemical Film Other: \_\_\_\_\_

OEM Special Processes:

OEM: \_\_\_\_\_ Processes: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 OEM: \_\_\_\_\_ Processes: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 OEM: \_\_\_\_\_ Processes: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**FAA Information**

Are you an FAA certified Repair Station? Yes No  
 Do you have an FAA Drug & Alcohol Program (A449)? Yes No  
 If yes, please provide a copy of your Certificate, Ratings and Limitations, Capabilities List, and Drug & Alcohol Program approval.

**Supplier Quality System Questionnaire****Digital Datasets**

Do you plan on using MBD Datasets to produce parts for Summit Aviation?      Yes      No

Are you currently approved by any of the following OEMs:

Boeing      Northrup Grumman      Other \_\_\_\_\_

If you do not possess an OEM approval, are you willing to complete SAI's DPD Supplier Checklist?      Yes      No

Do you possess the proper resources to receive MBD Datasets from SAI (e.g. Catia, SolidWorks, etc.)?      Yes      No

**OEM Approved Supplier**Bell      Boeing      Honda      Lockheed Martin      Northrup Grumman      Purolator      Quest      Sikorsky  
Other: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For SAI Use Only**

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

SAI comments regarding Supplier Qualification and Capabilities

## Supplier Quality System Questionnaire

### General Quality System Requirements

1. Are the company's policies, objectives, and commitment to quality documented?	
2. Are the organization's structure, personnel responsibilities, and authorities documented?	
3. Can required personnel training and qualification relative to responsibilities be verified?	
4. Does the company have documented procedures for contract review and capability verification?	
5. Are document revisions controlled and subject to review and approval before issuance? (new and revised)	
6. Do trained employees conduct regularly scheduled quality system audits?	
7. Are audit results recorded, reported, and acted upon with timely corrective actions?	
8. Does the company have documented methods and records related to preventive action?	
9. If requested with reasonable notice, would the company allow SAI, it's customers, and regulatory authorities to perform a quality system audit?	

### Purchasing Requirements

1. Does the company have documented procedures for evaluating suppliers' capabilities?	
2. Do purchasing documents specify requirements to which parts and services are provided and accepted?	
3. Does the company conduct source inspections, receiving inspections, or FAI on supplier provided items?	
4. Are Certificates of Conformance and Materials Properties reports available for review?	
5. Can the C's of C and Materials Properties reports be provided upon request?	

### Nonconforming Product

1. Are procedures established that prevent the use or installation of nonconforming product?	
2. Is the disposition of nonconforming parts defined or concurred to by qualified and authorized personnel?	
3. After rework, is product re-inspected to verify conformity to product requirements and disposition?	
4. Does product identification/documentation clearly indicate the acceptance level of the product?	
5. Does every product nonconformance have an associated root cause and corrective action defined?	

## Supplier Quality System Questionnaire

### Counterfeit Prevention

- |   |  |
|---|--|
| 1. Is there a documented process for the detection and prevention of counterfeit parts?                               |  |
| 2. Are employees trained in awareness, avoidance, detection mitigation, and disposition of suspect counterfeit parts? |  |
| 3. Does the company screen parts and suppliers in a known counterfeit database (such as GIDEP, ERAI, etc.)?           |  |
| 4. Are suspect counterfeit parts quarantined?   |  |

### Materials Control, Storage, and Shipping

- |  |  |
|--|--|
| 1. Does the company conduct part marking and segregation sufficient to maintain specific item traceability?  |  |
| 2. Does the company control shelf life sensitive items?  |  |
| 3. Does the company have adequate storage facilities for raw material, work-in-process, and customer provided material to protect from environmental conditions? |  |
| 4. Are materials and parts protected and packaged to prevent damage during handling and transportation?  |  |

### Calibration

- |   |  |
|---|--|
| 1. Does the company have precision equipment to verify that product meets requirements?                                       |  |
| 2. Does the company conduct all conformity inspections using calibrated measuring equipment?                                  |  |
| 3. Does the company have a documented system for periodic calibration of tools, gauges, instruments, and measuring equipment? |  |
| 4. Are calibrated items traceable to a National or International standard? (below, check all that apply)                      |  |

ANSI/NCSL Z540.1
ISO/IEC 17025
ANSI/NCSL Z540.3
NIST

### Quality Control and Records

- |   |  |
|---|--|
| 1. Are signatures, initials, or stamps used to designate operations or products as inspected and acceptable?      |  |
| 2. Are all products inspected for conformance to requirements before delivery?                                    |  |
| 3. Are in-process inspections performed to ensure that features not accessible at final production are inspected? |  |
| 4. Does the company use a documented inspection sampling plan?  |  |
| 5. Does the company have written procedures for quality record identification, storage, and retention?            |  |
| 6. Can the company maintain records per SAI's requirements? (Typically, 7-10 years)                               |  |

**Supplier Quality System Questionnaire**

**Supplier comments regarding Quality System and Capabilities. (Optional)**

Large empty rectangular box for supplier comments.