**SUPPLIER QUALITY SYSTEM SELF-ASSESSMENT QUESTIONNAIRE**

**[Section 1]**

**Supplier to complete sections 1 & 2 and return to VAERO Buyer with the following documents:**

* **AS / ISO / QS / NADCAP / 3DMBD Certification(s)**
* **Company Organizational Chart**

|  |  |  |
| --- | --- | --- |
| Supplier Name: | Cage Code: | Date: |
| Street Address: | City: | ST: | Zip: |
| Phone ( )FAX ( ) | POC Email: Website: |
| Completed by: | Title: |
| Supplier Type: [ ] Manufacturer [ ] Processor [ ] Distributor [ ] Repair Station [ ] Tooling |
| Years in Business: | List Main Product / Services: |
| Facility / Personnel Information |
| Supplier Contacts | Name | Phone Number | E-Mail Address |
| President / GM |   |   |   |
| Quality Manager |   |   |   |
| Total # of Employees: | Quality: | Prod | Eng | Facility size (approx): |
| Indicate Current Customer Approvals: | Indicate 3rd Party Registration / Certifications |
| [ ] Bell Helicopter | [ ] ISO 9001 Expires |
| [ ] Boeing Commercial | [ ] AS 9100 Expires |
| [ ] Boeing Military | [ ] AS 9120 Expires |
| [ ] Lockheed Martin | [ ] AS 9003 Expires |
| [ ] Northrop Grumman | [ ] AS 7003 Expires |
| [ ] Sikorsky Aircraft | [ ] NADCAP Processes Expires |
| [ ] Triumph / Vought | [ ] FAA Part 145 Repair Station |
| [ ] Honeywell Aerospace | [ ] Other list below |
| [ ] US Government |  [ ]  Expires  |
| [ ] Customer Delegated Inspection Authority (list below) |  [ ]  Expires |
|   Other |
| Does the supplier have computer systems, software, and CMM or PCMS measurement equipment capable of utilizing3D-MBD models and datasets? [ ] Yes [ ] No |
| List Software Operating System Versions: |
| Have any Prime Customer(s) completed a capability assessment and approval of your 3DMBD process? |
| [ ] Yes [ ] No / If Yes check appropriate box(es) below: |
|[ ]  Boeing Commercial / Military | [ ] Sikorsky Aircraft |
| [ ]  | Northrop Grumman | [ ] Gulfstream |
| [ ]  | Spirit Aero Systems | [ ] Vought Aircraft |
| [ ]  | Bell Helicopter | [ ] Other |

 **SUPPLIER QUALITY SYSTEM SELF-ASSESSMENT QUESTIONNAIRE**

If your company **is ISO9001 or AS9100 3RD PARTY REGISTERED,** skip section 2. If your company **IS NOT**, continue with section 2 of questionnaire.

**[Section 2]**

**MANAGEMENT SYSTEM**

1. Who is responsible for your quality system?

Name: Title:
To whom does he/she report?

Name: Title:

1. Are there written procedures that describe the quality system?

 [ ] Yes [ ] No

1. Are there work instructions describing all phases of operation?

 [ ] Yes [ ] No

1. Are standard practices implemented and are they adequate to ensure controlled operations?

 [ ] Yes [ ] No

**DRAWING AND CHANGE CONTROL**

1. Are drawings and specifications adequately stored and kept in good condition?

 [ ] Yes [ ] No

1. Are drawings and changes distributed under a controlled procedure?

 [ ] Yes [ ] No

1. Are customer marking, packaging, and special requirements noted on work instructions?

 [ ] Yes [ ] No

 **INSPECTION PROCEDURE**

1. Is there a documented system that addresses visual and dimensional product inspection?

[ ] Yes [ ] No

1. Are written inspection procedures, checklists, etc. used in inspecting and available?

 [ ] Yes [ ] No

1. Please check which of the following inspection are performed at your facility:

[ ] Receiving [ ] Final

[ ] FAIR (AS9102) [ ] Assembly

[ ] In-Process [ ] Pack./Ship

1. Please check which of the following incoming inspections are performed at your facility:

[ ] Visual [ ] Physical

[ ] Chemical [ ] Functional
[ ] Dimensional [ ] Counterfeit material verification

1. Does the incoming inspector have a copy of the purchase order available to check incoming material against

applicable requirements?

 [ ] Yes [ ] No

 **SUPPLIER QUALITY SYSTEM SELF-ASSESSMENT QUESTIONNAIRE**

1. Do you have a method of verifying material certification data?

 [ ] Yes [ ] No

1. If yes, is this done for every shipment?

 [ ] Yes [ ] No Please identify frequency:

1. Are test report and/or certifications on purchased parts and material on file and traceable to correct material/parts?

 [ ] Yes [ ] No

1. Do you send parts out for special processes (i.e. heat treat, plating, NDT etc.)?

[ ] Yes [ ] No

**COUNTERFEIT PARTS MITIGATION PROGRAM**

1. Is there a documented system that ensures counterfeit parts are not received into inventory, used in manufacturing or inadvertently delivered to customers?

[ ] Yes [ ] No

1. Are Original Equipment Manufacturers (OEM) certifications required and maintained on file?

[ ] Yes [ ] No

1. Are controls in place to maintain a method of item traceability that ensures tracking of the supply chain back to the manufacturer?

[ ] Yes [ ] No

1. Are testing and inspection activities in place to assure the authenticity of purchased materials?

[ ] Yes [ ] No

**MEASURING AND TESTING EQUIPMENT AND PROCEDURES**

1. Is there a documented system for the calibration of measuring and test equipment?

[ ] Yes [ ] No

[ ] ISO 10012

 [ ] ISO/IEC 17025
 [ ] Other

1. Is there a documented system for the recall of equipment requiring calibration and recertification?

 [ ] Yes [ ] No

1. Are calibrations performed in a temperature and humidity controlled area?

 [ ] Yes [ ] No

1. Are measuring and test equipment identified with calibration date, due date for next calibration, and

identification of individual who calibrated equipment?

 [ ] Yes [ ] No

**NONCONFORMING MATERIAL**

1. Is there a documented system for the control of nonconforming material?

 [ ] Yes [ ] No

1. Does your system address the segregation of discrepant material?

 [ ] Yes [ ] No

**CORRECTIVE ACTION**

1. Is there a documented system for the control of nonconforming material?

[ ] Yes [ ] No

1. Does your system provide for a complete stock sweep when nonconforming material id found?

[ ] Yes [ ] No

**STATISTICAL PROCESS CONTROL**

1. Is SPC being used at your facility?

 [ ] Yes [ ] No

If so, to which of the following does is comply?

[ ] 100% Visual

[ ] 100% Dimensional

[ ] ANSI/ASQ Z1.4, please record level

[ ] Other, please specify

Inspection Records Show

[ ] Actual Readings

[ ] Accept/Reject

**MATERIAL HANDLING AND STORAGE**

1. Is there a documented system that addresses packaging, storage, and shipping of material?

[ ] Yes [ ] No

If yes, does it also address surveillance of storage, packaging, and shipping?

[ ] Yes [ ] No

1. Are items handled and stored as to prevent damage and/or deterioration due to environmental conditions?

 [ ] Yes [ ] No

1. Are items in stock identified?

 [ ] Yes [ ] No

1. Are items segregated to prevent mixing of material?

 [ ] Yes [ ] No

1. Is there a documented system in place that provides for control of material with limited shelf-life?

 [ ] Yes [ ] No

**EXPORT COMPLIANCE, ITAR, EAR**

1. Are any products, services, or technical data exported to overseas customers?

[ ] Yes [ ] No

If yes, are exports under the jurisdiction of the ITAR, EAR or both?

[ ] Yes [ ] No

1. If supplier’s products, services, or technical data are regulated under the ITAR, is the company registered as an exporter/manufacturer with the Directorate of Defense Controls?

[ ] Yes [ ] No [ ] N/A Registration expires\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your facility have an Export Compliance Program, including written Export Compliance policy and Manual?

[ ] Yes [ ] No

1. Does your facility employ non-US \*Persons or green card holders, including consultants, contractors, temps?

*\*U.S. person means a person who is a lawful permanent resident (U.S. citizen or Permanent Resident Alien) as defined by 8 U.S.C.1101(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3).*

[ ] Yes [ ] No

1. Is there a Technology Control Plan in place that restricts non-US Persons, contractors or visitors access to engineering, manufacturing, technical data and computer networks?

[ ] Yes [ ] No

1. Is there a system in place to screen parties involved in export transactions against the US Govt. Restricted/Denied Parties Listing?

[ ] Yes [ ] No

**GOVERNMENT AGENCIES**

1. Is Government source inspection performed at your facility?

 If yes, [ ] Resident [ ] Itinerant

**OVERALL PHYSICAL CONDITION OF FACILITY**

1. Is 6S Lean established in your facility?

 [ ] Yes [ ] No

1. General appearance (housekeeping) of your facility.

[ ] Good [ ] Fair [ ] Poor

1. Is lighting adequate to perform product processing effectively?