**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 utilizing  3D-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?