

<b>SUPPLIER NAME:</b>	
<b>DATE OF ESTABLISHMENT</b>	
<b>BUSSINES REGISTRATION # &amp; COUNTRY OF REGISTRATION</b>	
<b>HQ ADDRESS:</b>	
<b>CAGE CODE (IF ANY)</b>	
<b>COMPANY WEBSITE</b>	

PRIMARY CONTACT PERSON	JOB TITLE	PHONE	EMAIL
1.			
2.			
3.			

COMPANY TYPE (Tick whichever is applicable)	
O.E.M / Distributor	
Air Carrier	
Stockist / Broker	
Repair Station / MRO	

DESCRIPTION		Yes	No	N/A
<b>A</b>	<b>Quality System and Manual</b>			
1	Does your company have a documented quality management system (QMS) and an official quality manual in place?			
2	Is the quality manual easily accessible to all relevant personnel?			
3	Is quality system documentation regularly updated and readily available to employees, customers, auditors, or designated personnel?			
4	Does the quality control manual provide detailed information on:			
	(a) The structure and role of the Quality Control (QC) department within the organization?			
	(b) The assignment of personnel by title for specific quality system functions?			
	(c) The revision control system ensuring proper management of quality system documentation?			
	(d) Procedures for maintaining and storing records?			
	(e) Training requirements and documentation of completed training?			
	(f) The system for monitoring and controlling shelf-life items?			
	(g) Processes for handling and controlling discrepant parts and supplies?			
	(h) Receiving inspection procedures and criteria?			
	(i) The calibration program for test and inspection equipment?			
	(j) Specifications and requirements for storage facilities?			
	(k) A part identification and traceability system?			
	(l) Environmental compliance and control measures?			
	(m) Procedures for managing inspection stamps and their traceability?			
	(n) Internal self-audit and evaluation programs?			
(o) The corrective action process for addressing quality issues?				
<b>B</b>	<b>Facilities</b>			
1	Does the quality control manual provide detailed information on:			
	(a) Sufficient space and properly designed storage racks to prevent damage, misplacement, or mishandling of parts.			
	(b) Security measures in place to restrict unauthorized access to storage areas.			
	(c) Proper segregation of serviceable and non-serviceable parts to prevent cross-contamination and ensure compliance with regulatory standards.			
	(d) Clear separation of aircraft and non-aircraft parts to maintain traceability and compliance.			
<b>C</b>	<b>Self-Audit</b>			
1	Does the company have a documented self-audit or internal evaluation program that:			
	(a) Defines responsible personnel and the frequency of self-audits?			
	(b) Ensures proper audit documentation and record-keeping?			
	(c) Includes a structured corrective action process to address findings?			

	DESCRIPTION	Yes	No	N/A
<b>D</b>	<b>Training and Authorized Personnel</b>			
1	Are personnel responsible for inspection, shipping, and receiving adequately trained?			
2	Do inspection personnel have the necessary authorization and qualifications?			
3	Is all training, including formal classroom and on-the-job training, properly documented and maintained?			
4	Is there an updated roster of authorized personnel for inspection functions?			
5	Does the training program include procedures for identifying and handling unapproved or counterfeit parts?			
<b>E</b>	<b>Procurement</b>			
1	Does the procurement system ensure that all purchased parts comply with the customer's documentation and certification requirements?			
2	Does the quality system verify that parts meet purchase order specifications, and are any deviations clearly documented and approved by the customer?			
3	Is there a requirement for distributors/dealers to maintain an approved supplier list with corresponding quality records?			
	Does the quality system ensure that procured parts:			
	(a) Have not been exposed to extreme stress, heat, or environmental conditions that could impact their integrity?			
4	(b) Include documented compliance with all applicable Airworthiness Directives (ADs)?			
	(c) Have complete and properly signed documentation if they are overhauled, repaired, or modified?			
<b>F</b>	<b>Receiving of goods</b>			
1	Does the quality system require a visual inspection of all received items, including verification of accompanying documentation?			
2	Does the company have a controlled system for managing inspection stamps, including issuance, tracking, and replacement?			
3	Is there a documented procedure for reporting unapproved parts in compliance with FAA AC 21-29 or equivalent regulations?			
4	Is there an established calibration program for test and inspection equipment to ensure accuracy and compliance?			
5	Does the company maintain a system for identifying and managing shelf life-limited parts?			
<b>G</b>	<b>Shipping</b>			
1	Does the quality system require shipments to be packed in ATA-300-compliant containers or equivalent, as appropriate for the unit being shipped or as specified by the customer?			
2	Is a visual inspection of all items and accompanying documentation conducted before shipping?			
3	Does the shipping process include a requirement for review and approval of documentation for all drop shipments?			
4	Is there a system in place to ensure compliance with hazardous materials regulations, including transport requirements in accordance with Title 49 of the Code of Federal Regulations (49 CFR)?			

DESCRIPTION		Yes	No	N/A
<b>H</b>	<b>Material Control</b>			
1	Are materials handled properly and protected from damage, deterioration, and contamination?			
2	Does the company maintain batch/lot control for traceability of parts as identified by the manufacturer?			
3	Is there a recall system in place to ensure that shipped parts can be tracked and retrieved if necessary?			
4	Is an up-to-date roster maintained for personnel authorized to perform inspections?			
5	Does the training program include procedures for identifying and handling unapproved or counterfeit parts?			
6	Are serviceable parts/components adequately protected from environmental factors during storage and handling?			
7	Does the system ensure that there is no ambiguity in part number identification?			
8	Is there a closed-loop corrective action system to address and resolve cases of nonconforming or substandard parts?			
9	Does the company have a documented procedure to ensure scrapped parts are mutilated beyond repair to prevent unauthorized reuse?			
10	Are suspected unapproved parts reported to the FAA under AC 21-29 or the relevant civil aviation authority (CAA)?			
<b>I</b>	<b>Records</b>			
1	Does the record-keeping system ensure retention of records for at least 7 years from the date of sale to the customer?			
2	Are records maintained to confirm the current life-limited status of all applicable parts?			
3	Are records adequately protected from damage, alteration, deterioration, or loss?			
4	Does the quality system ensure that technical data is consistently updated and readily accessible?			
<b>J</b>	<b>Corrective Action Process</b>			
1	Does the quality system have a defined process for identifying, addressing, and resolving nonconformities through corrective actions?			

This information transmitted in this questionnaire is certified to be completed and accurate to the best of my knowledge.

**AUTHORISED COMPANY OFFICIAL**

Signature

Name

Title

Date

Email

Phone No.

**For internal use only:****REMARKS BY QUALITY ASSURANCE MANAGER**

<input type="checkbox"/> Approved		<input type="checkbox"/> Approved on 'one off' basis		<input type="checkbox"/> Not Approved	
Remarks	:				
	:				
	:				
Name	:				
Signature	:		Date	:	