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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SUPPLIER QUALITY MANAGEMENT SYSTEM QUESTIONNAIRE** | | | | | | | | | |
| This questionnaire is intended to supply CPI AERO data relative to the capabilities of the supplier. Please complete the questionnaire in sufficient detail to permit CPI to evaluate your company’s capabilities and controls. | | | | | | | | | | |
| **SECTION 1 - GENERAL INFORMATION** | | | | | | | | | | |
| 1. Company Name: | | | | | 2. Cage Code: | | | | | |
| 3. Address: | | | 4. Phone No: | | | | 5. Fax No: | | | |
| 6. Is a quality management and assurance system in force?  Yes  No  7a. Can Supplier and Supplier sub tiers comply with CPI SQAR-001?  Yes  No  (<http://www.cpiaero.com/suppliers.html>) If No, explain:  Note: CPI Aero customers do not have to comply with CPI SQAR-001, if their QMS is third party certified such as AS9100, ISO9001.  7b. Can Supplier and Supplier sub tiers comply with CPI’s General Terms and Conditions?  Yes  No  (<http://www.cpiaero.com/suppliers.html>) If No, explain:  8. Company function:  Design:       Manufacturer:       Repair Station      Distributor  9. Description of core competency/capabilities: | | | | | | | | | | |
| **SECTION 2 - ORGANIZATION** | | | | | | | | | | |
| 10. Quality Leader / Contact: | | | | | | | | | | |
| a) Name: | | | | b) Title: | | | | | | |
| c) Email: | | | | d) Phone: | | | | | | |
| 11. What quality standards does your company work to (e.g.: MIL-Q-9858, MIL-I-45208A, AS9100, ISO 9001, etc.):    12. Is your company third party certified to AS9100 or ISO 9001?  Yes **If Yes,** please enter your name and date below. There is no need to complete the remainder of the questionnaire. Forward this page along with a copy of your company’s certification to [supplierquality@cpiaero.com](mailto:supplierquality@cpiaero.com).  No **If No**, please enclose an uncontrolled copy of your Quality Manual with this survey and complete the remainder of the questionnaire. Forward both documents to [supplierquality@cpiaero.com](mailto:supplierquality@cpiaero.com). | | | | | | | | | | |
| Form completed by: | | | | | | Date: | | | | |
| **SECTION 3 - SUMMARY OF EVALUATION**  *(to be completed by CPI Procurement)* | | | | | | | | | | |
| Notes/Limitations: | | | | | | | | | | |
| Rationale / Justification for New Source: | | | | | | | | | | |
| Commodity Code(s): ( to be only filled when answer to item 8 is “manufacturer”): | | | | | | | | | | |
| Approved  Disapproved | | QE Signature: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  Procurement Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: | | | | | | | | |
| **SECTION 4 – SURVEY** | | | | | | | | | | |
| **13.** **MANAGEMENT RESPONSIBILITY** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Does the organization have a defined and documented quality policy? | | | | | | | |  |  |  |
| 1. Is there a current organization chart defining responsibility and authority of personnel? If so, please supply. | | | | | | | |  |  |  |
| 1. Does management review the quality system at defined intervals? | | | | | | | |  |  |  |
| 1. Are records maintained of management reviews? | | | | | | | |  |  |  |
| **14. QUALITY SYSTEM** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Is there a current quality manual? Revision / Date: | | | | | | | |  |  |  |
| 1. Have documented procedures supporting the quality system been prepared? | | | | | | | |  |  |  |
| 1. Have the documented procedures been implemented? | | | | | | | |  |  |  |
| 1. Have quality planning activities been documented defining how the requirements for quality will be met? | | | | | | | |  |  |  |
| **15. CONTRACT REVIEW** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Have documented procedures been established for contract review to ensure that: 2. The requirements are adequately defined and documented? 3. Are accepted contract requirements differing from quote resolved? 4. You have the capability to meet contract requirements? | | | | | | | |  |  |  |
| 1. Are documented procedures established for amendments to contracts? | | | | | | | |  |  |  |
| 1. Are changes to documents and data reviewed and approved? | | | | | | | |  |  |  |
| 1. Is there a documented procedure to ensure that only current documents and data are used? | | | | | | | |  |  |  |
| **16. DOCUMENT AND DATA CONTROL** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are documented procedures established to control all drawings and specifications? | | | | | | | |  |  |  |
| 1. Is there a documented change control system? | | | | | | | |  |  |  |
| 1. Are changes to documents and data reviewed and approved? | | | | | | | |  |  |  |
| 1. Is there a documented procedure to ensure that only current documents and data are used? | | | | | | | |  |  |  |
| **17. PURCHASING** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are suppliers evaluated and selected on the basis of their ability to meet with your requirements? | | | | | | | |  |  |  |
| 1. Do purchasing documents contain data clearly describing product ordered? | | | | | | | |  |  |  |
| 1. Is there a supplier corrective action system? | | | | | | | |  |  |  |
| 1. Are quality records of approved suppliers established and maintained? | | | | | | | |  |  |  |
| 1. Has the type and extent of control exercised over suppliers been defined? | | | | | | | |  |  |  |
| 1. Are purchase orders reviewed and approved prior to issue? | | | | | | | |  |  |  |
| **18. CONTROL OF CUSTOMER SUPPLIED PRODUCT** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are documented procedures for the control of verification, storage and maintenance of customer supplied product established and maintained? | | | | | | | |  |  |  |
| 1. Is any product that is lost, damaged or unsuitable for use recorded and reported to the customer? | | | | | | | |  |  |  |
| **19. PRODUCT IDENTIFICATION AND TRACEABILITY** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Where traceability is a specified requirement, have documented procedures for unique identification of individual product or lots/batches been established and maintained? | | | | | | | |  |  |  |
| 1. Where appropriate, have documented procedures for identifying the product by suitable means from receipt through all stages of production been established and maintained? | | | | | | | |  |  |  |
| **20. PROCESS CONTROL** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are production processes that directly affect quality identified and planned? | | | | | | | |  |  |  |
| 1. Is workmanship criteria specified in the clearest practical manner? | | | | | | | |  |  |  |
| 1. Is there a documented preventive maintenance system? | | | | | | | |  |  |  |
| 1. Are special processes performed in house? If yes, complete attachment of this survey. | | | | | | | |  |  |  |
| **21. INSPECTION AND TESTING** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are there documented procedures for inspection and testing of product for receiving, in-process and final acceptance? | | | | | | | |  |  |  |
| 1. Is a documented procedure established for the verification of incoming product by the quality organization as “conforming to purchase order requirements” prior to product being released to production? | | | | | | | |  |  |  |
| 1. Is product in-process inspected and tested prior to release according to a quality plan or a documented procedure? | | | | | | | |  |  |  |
| 1. Is final inspection of product carried out according to a quality plan or the documented procedures? | | | | | | | |  |  |  |
| 1. Are records of inspection and testing maintained as evidence of acceptance and available for review upon request? 2. Are First Article Inspections performed in accordance with AS9102? | | | | | | | |  |  |  |
| **22. CONTROL OF INSPECTION, MEASURING AND TESTING EQUIPMENT** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Is a system maintained for periodic calibration of measuring and test equipment in conformance with MIL-STD-45662, ISO 10012-1 and ANSI/NCSL-Z540-1-1994 latest revision? | | | | | | | |  |  |  |
|  | | | | | | | |  |  |  |
| 1. Is measuring and test equipment inspected and calibrated prior to use? | | | | | | | |  |  |  |
| 1. Do measuring and test equipment records and labels indicate the date of last calibration, person performing the calibration, and when the next calibration is due? | | | | | | | |  |  |  |
| 1. Are measurement standards traceable to the National Institute of Standards and Technology (NIST), foreign national or international standard? Identify: | | | | | | | |  |  |  |
| 1. Are environmental controls adequate? | | | | | | | |  |  |  |
| **23. INSPECTION AND TEST STATUS** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Has the inspection and test status of product been identified by suitable means that indicate the conformance or nonconformance of product with regard to inspection and tests performed? | | | | | | | |  |  |  |
| 1. Has inspection and test status been maintained, as defined in the quality plan and/or documented procedures, throughout production of the product? | | | | | | | |  |  |  |
| 1. Has inspection and test status been maintained to ensure that only product that has passed the required inspections and tests is dispatched, used or installed? | | | | | | | |  |  |  |
| **24. CONTROL OF NONCONFORMING PRODUCT** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Does a procedure provide for segregation, identification and documentation of discrepant material? | | | | | | | |  |  |  |
| 1. Does the procedure assign responsibility for disposition (i.e. MRB, submit to customer)? | | | | | | | |  |  |  |
| 1. Are procedures provided for repair or rework of nonconforming material? | | | | | | | |  |  |  |
| 1. Are returned goods identified and controlled? | | | | | | | |  |  |  |
| 1. Is reworked or repaired material reinspected to original acceptance criteria? | | | | | | | |  |  |  |
| **25. STATISTICAL TECHNIQUES** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Do you use a statistical sampling plan? If so, please specify the specific plan: | | | | | | | |  |  |  |
| 1. Are documented procedures to implement and control the application of statistical techniques identified and established? | | | | | | | |  |  |  |
| **26. CORRECTIVE ACTION** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Have documented procedures been established and maintained for implementing corrective action. | | | | | | | |  |  |  |
| 1. Is a system maintained which assigns responsibility and implements corrective action? | | | | | | | |  |  |  |
| 1. Is corrective action documented and available for Customer/Government review? | | | | | | | |  |  |  |
| 1. Does the procedure provide for discrepancy trends, data analysis, require improvement and corrective action feedback? | | | | | | | |  |  |  |
| 1. Are records of corrective action maintained and available for review upon request? | | | | | | | |  |  |  |
| 1. Is there a requirement to verify the effectiveness of the corrective action provided? | | | | | | | |  |  |  |
| **27. HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are documented procedures for handling, storage, package, preservation and delivery of product established? | | | | | | | |  |  |  |
| 1. Do controls exist for limited life material identification and storage? | | | | | | | |  |  |  |
| 1. Are items in storage identified to indicate inspection status and shelf life? | | | | | | | |  |  |  |
| 1. Are environmental conditions compatible with stored items, parts, and assemblies? | | | | | | | |  |  |  |
| 1. Is there a system ensuring the customer requirements for identification, packaging, packing and documentation are complied with? | | | | | | | |  |  |  |
| 1. Are packaging and preservation operations under Quality Surveillance? | | | | | | | |  |  |  |
| 1. Does the system assure that all items have passed required inspection and test prior to shipping | | | | | | | |  |  |  |
| **28. QUALITY RECORDS** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are documented procedures established and maintained for identification, collection, storage, maintenance and disposition of quality records? | | | | | | | |  |  |  |
| 1. Have retention times for quality records been established? 2. If yes, please provide your retention schedule: | | | | | | | |  |  |  |
| 1. When agree to contractually, will quality records be made available for evaluation by the customer or their representative upon request? | | | | | | | |  |  |  |
| **29. INTERNAL AUDITS** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are documented procedures established and maintained for conducting internal quality audits? | | | | | | | |  |  |  |
| 1. Are internal quality audits carried out by personnel independent of the activity being audited? | | | | | | | |  |  |  |
| 1. Are the results of internal quality audits recorded? 2. Are the results of Internal Audits addressed at Management Review Meetings? | | | | | | | |  |  |  |
| **30. TRAINING** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Are documented procedures for identifying training needs established and maintained? | | | | | | | |  |  |  |
| 1. Have personnel performing specific assigned tasks been qualified on the basis of appropriate education, training and/or experience, as required? | | | | | | | |  |  |  |
| 1. Are records of training maintained? | | | | | | | |  |  |  |
| **31. CONTROL OF DIGITAL PRODUCT DEFINITION** | | | | | | | | **Yes** | **No** | **N/A** |
| 1. Do you have a written Digital Product Definition procedure? Please attach a copy. | | | | | | | |  |  |  |
| 1. Is there a process to control configuration of dataset through out the manufacturing process? | | | | | | | |  |  |  |
| 1. Are product acceptance base upon the master dataset? | | | | | | | |  |  |  |
| 1. Is there a process to maintain checking tools/fixtures media and datasets to the current master definition? | | | | | | | |  |  |  |
| 1. Are there training requirements for personnel associated with digital datasets? | | | | | | | |  |  |  |

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| **SECTION 5 - PROCESS CONTROL SYSTEM** | | |
| 32. Are process characteristics monitored:  Yes  No  33. Have the requirements for any qualification of process operators, equipment and personnel been specified:  Yes  No  34. Are records maintained for qualified process, equipment and personnel:  Yes  No | 35. Are all tests performed per requirement or quality plan:  Yes  No  36. Are tests performed by outside sources?  Yes If yes, list supplier(s):  No  37. Is the frequency of tests per requirement or quality plan specified?:  Yes  No | |
| **SECTION 6 - TEST METHODS** | | |
| List Test Methods: | | |
| **SECTION 7 - OEM APPROVALS** | | |
| List OEM, Prime Customer or Contractor approvals and dates below, or attach separate list to survey. | | |
| 1. | | Date: |
| 2. | | Date: |
| 3. | | Date: |
| 4. | | Date: |
| Notes: | | |