

FORM-095

Supplier Survey

SNC PROPRIETARY INFORMATION

REVISION HISTORY

Rev	Effective	Summary of Changes	Sections Revised
K	7/30/2024	Added section for Software vendors Update some sections to remove redundancy and added clarification. Removed Supply Chain section to provide scope of work and Appendix A. Changed name from Vendor survey to Supplier survey. Formerly OPS-FORM-079	Embedded

GOVERNING DOCUMENT

INST-233 Approved Suppliers

EXTERNAL REGULATIONS / STANDARDS

DFARS 252.204-7012
ISO 9000
AS9100
SNC Approved Vendor List (Located on the SNC Intranet)

SUPPLIER APPROVAL QUESTIONNAIRE

Instructions:

SNC uses suppliers who provide the highest quality products and services. SNC approves suppliers based on the combination of responses provided in this questionnaire, copies of requested documentation, and site surveys.

Suppliers who complete this questionnaire and provide all requested information will be evaluated for inclusion in the SNC Approved Supplier List. Please complete and submit this form digitally.

Return the completed Supplier Questionnaire and all documentation to the SNC requestor

All suppliers seeking an approval must complete sections 1-4.

If your organization is not accredited by a third party registrar (e.g. ISO 9001, AS9100) section 5 of this questionnaire is required to be completed. If any answers are marked No, N/A, or exceptions please provide justification in section 6.

If any required section or individual question is not answered please provide justification to explain why the question/section is not applicable for the SNC review process.

Suppliers for approval **MUST** provide a copy of the following certificates/documents, in addition to any AS9100, ISO 9001 or other certificates as applicable to the requested approval:

Requested Approval	Requirement
MRO Components	National Aviation Authority Certificate, Operation Specifications
MRO Engine/Airframe	Accredited Quality Certificate, certificate/evidence of repairing the parts with an approved repair with Operation Specifications
Parts OEM/PHA	Civil Aviation Authority (CAA) production approval holder (FAA, EASA TCCA, DGCA, etc.), Accredited Quality Certificate (if any)
Parts Distributor	OEM Authorization, Accredited Quality Certificate (if any)
Parts Surplus	Accredited Quality Certificate
Non-Aircraft Parts Supplier	Accredited Quality Certificate (if any), other
Maintenance Service Provider	Accredited Quality Certificate, approved roster and training certificates, other authorization/evidences/approvals
Special Process Providers	Third Party accreditations from NADCAP, ISO 17025, MIL-SPEC, or other accreditation body.
Other(s)	Authorization/evidence/approvals/certificates, etc.

SNC will only approve a supplier who meets SNC requirements, including submission of the Supplier Questionnaire or have standard response documents that address the required sections.

Thank you for being part of the SNC team and mission!

1. GENERAL INFORMATION (Required)				
A. Company Name <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		B. Cage Code <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	C. Date <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
D. Parent Company (if applicable) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				
E. Address <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		F. City <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	G. State/Province <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
H. Postal Code/Zip <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		I. Country <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
J. Telephone <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		K. Email <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
L. Total Number of Employees: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	M. Years in Business <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		N. Company Website <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
Additional Facilities to include in this questionnaire that will provide processing, service, or support activities. NOTE: If you are ISO/AS9100 certified and these facilities are not listed on your Certification, fill out Section 5.				
O. Address <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		Listed on ISO/AS Cert <input type="checkbox"/> Yes <input type="checkbox"/> No	Facility in the USA <input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility Function: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				
P. Address <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		Listed on ISO/AS Cert <input type="checkbox"/> Yes <input type="checkbox"/> No	Facility in the USA <input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility Function: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				
Q. Address <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		Listed on ISO/AS Cert <input type="checkbox"/> Yes <input type="checkbox"/> No	Facility in the USA <input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility Function: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				
2. CONTACT INFORMATION (Required)				
A. Quality Contact Information				
a. Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		b. Job Title: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
c. Phone Number: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		d. Email: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
B. Company Representative Certifying This Questionnaire (Authorization by typing is acting as an official for the company)				
a. Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		b. Job Title: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
c. Phone Number: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	d. Email: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		e. Date Certified: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
3. CERTIFICATION INFORMATION (e.g. ISO/AS, FAA, Civil Aviation Authority, Authorized Repair Station, NADCAP, etc. send copies with the completed questionnaire) (Required)				
A. Certificate or Program	B. Certificate Number	C. Issue Date	D. Expiry Date	E. Capability List or Operation Specifications

1.					<input type="checkbox"/> Yes <input type="checkbox"/> No
2.					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.					<input type="checkbox"/> Yes <input type="checkbox"/> No
4.					<input type="checkbox"/> Yes <input type="checkbox"/> No
5.					<input type="checkbox"/> Yes <input type="checkbox"/> No
6.					<input type="checkbox"/> Yes <input type="checkbox"/> No
7.					<input type="checkbox"/> Yes <input type="checkbox"/> No
8.					<input type="checkbox"/> Yes <input type="checkbox"/> No

4a. PRODUCTS AND SERVICES PROVIDED (Required)

If any answers are marked No, N/A, or exceptions please provide justification in section 6.

Please indicate all deliverable or services that can be provided.

Aircraft & Aircraft Service Providers

- ☐ Aircraft MRO – Repair Station, Components/APU - Please Send Copies of FAA/EASA approvals
- ☐ Aircraft MRO – Repair Station, Engine - Please Send Copies of FAA/EASA approvals
- ☐ Aircraft MRO – Repair Station, Airframe - Please Send Copies of FAA/EASA approvals
- ☐ FAA Services (DER, DAR, ODA, etc.) - Please Send Copies of FAA/EASA approvals
- ☐ Parts Manufacturer Approval (PMA) Holder – Please Send Copies of PMA Letters
- ☐ Aircraft Pilot Services – Please provide list of approved airframes
- ☐ Other Aircraft Services (please specify):

Technical, Test, or Engineering Services

- ☐ Business Development Service Provider
- ☐ Engineering Services
- ☐ Information Technology Engineering Services
- ☐ Quality Assurance Services
- ☐ Software and Programming Services
- ☐ Testing Services (please specify):

Kitting Services

- ☐ Electronic Components – Material traceability to OEM or Authorized Distribution Yes ☐ No ☐
- ☐ Fasteners and Hardware – Material traceability to OEM or Authorized Distribution Yes ☐ No ☐

Electronic Assemblies – Printed Wire Boards, Circuit Card Assemblies, Cable and Wire Harness

- ☐ Commercial off the Shelf (COTS) - Electronics Assemblies
Design and Development Controls in place along with Customer Notification of Change? Yes ☐ No ☐
Can provide modified COTS items to Customer requirements? Yes ☐ No ☐
- ☐ Commercial off the Shelf (COTS) - Cable and Harnesses
Design and Development Controls in place along with Customer Notification of Change? Yes ☐ No ☐
Can provide modified COTS items to Customer requirements? Yes ☐ No ☐
- ☐ Design and Manufacture Electronic Assemblies to Customer provided specification
Design and Development Controls in place along with Customer Notification of Change? Yes ☐ No ☐
Can provide OEM Traceability on materials? Yes ☐ No ☐
- ☐ Design and Manufacture Cable and Harnesses to Customer provided specification
Design and Development Controls in place along with Customer Notification of Change? Yes ☐ No ☐
Can provide OEM Traceability on materials? Yes ☐ No ☐
- ☐ Cable and Harnesses Manufacture to Customer Design

	Can provide OEM Traceability on materials? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	Circuit Card Assembly (CCA) and Box Builds to Customer Design					
	Can provide OEM Traceability on materials? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	LOT/Date Code or Serialization traceability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	Printed Wire Boards (PWB), Printed Wiring Assemblies, Circuit Card Assemblies (CCA)					
	Can provide Traceability on materials? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Workmanship Standards for PWB, Cable, Harnesses, and Electronic Assembly						
	Standard	Class 1	Class 2	Class 3		
	J-STD-001, Requirements for Soldered Electrical and Electronic Assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	IPC-A-600, Acceptability of Printed Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	IPC-A-610, Acceptability of Electronic Assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	IPC/WHMA-A-620 Requirements and Acceptance for Cable and Wire Harness Assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	SAE AS50881 Wiring Aerospace Vehicles – Design and Manufacturing capability to meet standards? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Original Component/Hardware/Material Provider or Manufacturer						
<input type="checkbox"/>	EEE - Parts					
<input type="checkbox"/>	Mechanical Hardware – Raw Material Traceability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	Raw Material – Material Traceability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Distribution Services						
<input type="checkbox"/>	EEE Parts- Authorized/Franchised Distributors – Please send a List of OEMs that you are Authorized for.					
<input type="checkbox"/>	Hardware – Authorized/Franchised Distributors – Please send a List of OEMs that you are Authorized for. Are you partnered with repair station for components/APU repair management Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	Mechanical Hardware - Authorized or Franchised Distributors – Raw Material Traceability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	EEE Parts – Broker/General – Can provide OEM Traceability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	Hardware – Broker/General – Can provide OEM Traceability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	Materials other than EEE Parts, Raw Materials, and Mechanical Hardware					
Metal and Machining/Fabrication						
<input type="checkbox"/>	Raw Materials – Distribution – Can provide Raw Material Traceability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/>	Machining/Fabrication Capabilities					
Primary Processes:	<input type="checkbox"/> Milling	<input type="checkbox"/> Lathe/Turning	<input type="checkbox"/> Drilling	<input type="checkbox"/> Grinding	<input type="checkbox"/> Boring	<input type="checkbox"/> Forging
<input type="checkbox"/> Water Jet Cutting	<input type="checkbox"/> Sheet Metal	<input type="checkbox"/> Swiss Turning	<input type="checkbox"/> CNC Screws	<input type="checkbox"/> Tube Bending	<input type="checkbox"/> Wire EDM	<input type="checkbox"/> Punch Press
<input type="checkbox"/> Riveting	<input type="checkbox"/> Shaft(s)	<input type="checkbox"/> Beveling	<input type="checkbox"/> Honing	<input type="checkbox"/> Gears	<input type="checkbox"/> Splining	<input type="checkbox"/> Bushings
<input type="checkbox"/> 3-Axis (what size): <input type="text"/>		<input type="checkbox"/> 5-Axis (what size): <input type="text"/>		<input type="checkbox"/> Other(please specify): <input type="text"/>		

Calibration Service Providers			
<input type="checkbox"/>	Calibration Services –ISO 17025 Yes <input type="checkbox"/> No <input type="checkbox"/> – NIST Traceable Yes <input type="checkbox"/> No <input type="checkbox"/>		
What Documented process and software tools are used to track equipment or tools: 			
Software Developer, Distributor, or Service Provider			
	Are you certified or do you comply with CMMI Level 3? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If certified, please provide copy of cert.</i> If NO, please elaborate: _____		
	Do you develop and certify software for aircraft in accordance with government standards such as RTCA DO-178, RTCA DO-278 or similar? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Are documented processes and procedures in place to control all software life cycle processes including planning, development, verification, validation, configuration management and quality assurance? Yes <input type="checkbox"/> No <input type="checkbox"/> 1. Does the software quality assurance system address both product and process quality? Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Are all software tools identified, qualified, approved and periodically reviewed? Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Are processes and procedures in place to ensure all activities align with their respective plans, and customers are notified of any changes prior to incorporation? Yes <input type="checkbox"/> No <input type="checkbox"/> 4. Are processes and procedures in place for the control and management of free and open-source software (FOSS) and commercial off-the-shelf software (COTS) including licensing, modification and configuration control? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Are appropriate processes in place to ensure compliance to specific security and cybersecurity flow downs (ex. NIST 800-171, ISO 27001, CMMC)? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, please elaborate: _____		
Other Products or Services			
<input checked="" type="checkbox"/>	Other (please specify): 		
4b. Aircraft PMA or Contract Maintenance			
	Yes	No	N/A
1. Will you allow SNC to be directly in charge of the work performed if required by contractual flow down or requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Will you comply with the requirement to contact SNC Chief Inspector or Accountable Manager to coordinate any issues/concerns and supervise the work performed?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does your company have Safety Procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your facility have a Fire Suppression System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have an up-to-date repair station QA/QC manual that covers all the requirements of FAA 145/EASA145 or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a procedure for reporting defects or un-airworthy conditions to customer and FAA/EASA/CAA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your company have DCMA Approved 8210.1 / AR 95-20 Flight and Ground Operations Procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is your organization approved by your national aviation authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your company only perform work for which they are authorized by the Civil Aviation Authority (CAA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do supervisors have Airman Certificates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you maintain a list of subcontractor maintenance actions and approved vendors for those functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you ensure that sub-contractor quality meets customer satisfaction and legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you maintain certification on subcontracted work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Are parts traced to the source of procurement, and to the source of production or to an FAA/EASA Certificate holder when applicable to contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is an export Certificate of Airworthiness obtained for all foreign manufactured parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Can you provide, upon request, information pertaining to the production approval status of each part in accordance with applicable FAA/EASA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are airworthiness certifications attached to products and verified prior to packing and shipping, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is an export Certificate of Airworthiness obtained for all foreign manufactured parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Is there a work turn-over procedure used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Does your return-to-service document meet customer and FAA/EASA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you provide an airworthiness approval tag with your parts (e.g., 8130-3, Form 1)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Do you provide export approvals for your parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are your parts traceable to FAA or your CAA-approved design data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Are design changes approved by the FAA or your CAA prior to incorporation into production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Will you notify us if your organizations FAA or CAA production approval is revoked, suspended, or modified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4d. Special Processes (Required as applicable)					
<input type="checkbox"/> Special Processes are performed – At Suppliers Facility <input type="checkbox"/> Outsourced to Sub-Tiers <input type="checkbox"/>					
<input type="checkbox"/> Special Process Certification - NADCAP Certified Yes <input type="checkbox"/> No <input type="checkbox"/> Other Cert Yes <input type="checkbox"/> No <input type="checkbox"/> <small>Please provide copies of certs if performed in house.</small>					
Special Processes:	<input type="checkbox"/> Chemical Processing	<input type="checkbox"/> Coating	<input type="checkbox"/> Conventional Machining		
<input type="checkbox"/> Heat Treating	<input type="checkbox"/> Material Testing Lab	<input type="checkbox"/> Measurement & Inspection	<input type="checkbox"/> Non-Conventional Machining		
<input type="checkbox"/> Non-Destructive Testing	<input type="checkbox"/> Non-Metallic Material Manufacturing	<input type="checkbox"/> Non-Metallic Material Testing	<input type="checkbox"/> Painting		
<input type="checkbox"/> Surface Enhancements	<input type="checkbox"/> Welding	<input type="checkbox"/> Other (please specify): <input type="text"/>			
1. Can evidence be provided that the process are only performed by authorized/certified personnel? Yes <input type="checkbox"/> No <input type="checkbox"/>					
2. How are the Special Process controlled, monitored, or verified? (e.g. trained personnel, internal controls, industry standards, third party monitoring): <input type="text"/>					
4e. General (Required)			Yes	No	N/A
<i>If any answers are marked No, N/A, or exceptions please provide justification in section 6.</i>					
1. Is your company registered with the U.S. Department of State, Directorate of Defense Trade Controls? If yes, you agree to notify SNC of any changes to registration.			<input type="checkbox"/>	<input type="checkbox"/>	
2.					
3. Quality or Management has reviewed the Sierra Nevada Corporation Supplier Quality Assurance Requirements (SQAR) document?			<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you have a Document Quality Management System? Are such procedures, instructions, and/or policies maintained and made available to all affected personnel? Are quality procedures reviewed and upgraded at predetermined intervals?			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5. Is there a documented Root Cause Corrective Action (RCCA) program? How are Customer Complaints handled: <input type="text"/> How are RCCA handled and how are results measured for effectiveness: <input type="text"/> What type of tools are used in the RCCA process (e.g. 8D, Ishikawa Diagram): <input type="text"/> What process or tools are used to track and close out RCCA: <input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	

6. Do you have a Counterfeit Mitigation Plan? Please provide a procedure or QMS document number and revision below. *If answered no please provide additional information on how counterfeit material is mitigated from integration and prevented from entering the supply chain. <div></div>	<input type="checkbox"/>	<input type="checkbox"/>	
4e. General (Required) (Continued from page 6) <i>If any answers are marked No, N/A, or exceptions please provide justification in section 6.</i>	Yes	No	N/A
7. Are there personnel who actively monitor and report on the Government-Industry Data Exchange Program (GIDEP)?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is there a Foreign Object Detection (FOD) program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there an Electrostatic Discharge (ESD) prevention program compliant to ANSI ESD 20.20?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does your company have a Customer / Government Property Management System?	<input type="checkbox"/>	<input type="checkbox"/>	
11. We may require an on-site quality assessment. Will you provide time and resources for an on-site quality assessment by SNC, our end customers, or government representatives? Assessments may involve products/services that are intended for delivery or evaluation of the Quality Management System as determined by contractual requirements and flow downs. Products and services provided to SNC's FAA PMA, Repair Station, or ODA systems are subject to FAA inspections.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Will you provide a representative with adequate facilities, technical data and/or personnel to perform Quality Verification (QV) or Source Inspection (SI) at your facility or at your supplier's as required by contractual requirements or agreements for products and/or services provided?	<input type="checkbox"/>	<input type="checkbox"/>	
13. What quality tools and techniques (e.g. Lean, Six Sigma) do you use on a regular basis? When do you use them? <div></div>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is there a documented Non-Conformance (NC) system in place with a Material/Process Review Board (MRB)?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is there a documented packaging and shipping process? Do those instructions verify that all required documents (e.g. Certifications, test reports, First Articles) are included with the shipment per contractual requirements?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
16. Is there a method of ensuring your employees are aware of their contribution to product/service conformity?	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is there a method of ensuring your employees are aware of their contribution to product safety?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is there a method of ensuring your employees are aware of their contribution to ethics?	<input type="checkbox"/>	<input type="checkbox"/>	

5. Business Management System (Optional if supplier is third party certified – e.g. ISO 9001, AS9100, AS9110, AS9120, FAA, NADCAP Aerospace Quality System. Required if not certified) *If any answers are marked No, N/A, or exceptions please provide justification in section 6.*

Not Applicable due to Certification ☐

Audit, Inspection, and Test	Yes	No	N/A
1. Do you have an internal audit and surveillance function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the audit and surveillance function ensure compliance with customer specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are inspections conducted by only authorized personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are written instructions, in sufficient detail, provided for in-process, receiving and final inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are in-process inspections documented in such a manner as to provide a positive inspection status of the material or parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are assembly and inspection operations and test results documented and validated by quality assurance on a traveler, work order, or other identifying document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you maintain a list of all items each inspector is authorized to inspect if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does your authorized inspector list identify all supervisory and inspection personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is purchased material routed to receiving inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there a defined dimensional inspection procedure in place as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is there an acceptable (statistically valid) sampling specification procedure in place if applicable for contractual or Statement of Work (SOW) requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is there a documented inspection stamp control policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you maintain traceability certification on all parts and material that are sourced or processed in house?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the receiving inspection check incoming shipments to requirements of the P.O., reference specifications, and applicable drawings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Data and Records	Yes	No	N/A
15. Do you request adequate test inspection records from the manufacturer with each order of products or services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are certifications and test reports being received and filed and retained, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is raw material certification back to origin being reviewed and retained, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is the serial number/lot/date code traceability maintained when applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Does lot traceability include references to OEM or raw material when applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is there a documented system for obtaining technical data and maintaining it up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the appropriate, current technical data readily available to personnel who need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is technical data delivered in an End Item Data Package format as required by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are records and technical data protected against damage, alteration, deterioration, and loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limited Life Material and Shelf-Life Control	Yes	No	N/A
24. Do you have a documented shelf-life program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Do the tools used list parts and materials that have shelf-life limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	Yes	No	N/A
26. Do you have a documented training program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Are personnel properly trained and reviewed for their specific functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Does the training program include recurring training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Does the training include Counterfeit Material identification and control for procurement, production and inspection personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Is there a roster or matrix, and is it maintained and updated, of personnel to the functions they are authorized to perform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Are training records for personnel retained after the person leaves the company per standard retention or contractual requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement	Yes	No	N/A

32. Is there a process for flowing down contractual, quality, and/or specification requirements to sub-tier suppliers when applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Can you provide, upon request, information pertaining to specification requirements flowed down via contract and are adequately communicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Does the system assure that special requirements are adequately communicated to the supplier's sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Do you impose nonconformance and scrap procedural controls on subcontractors and repair facilities with which you do business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Are there a material control requirement imposed on your subcontractors and/or suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measurement, Test Equipment and Calibration	Yes	No	N/A
37. Do you have the tools required to assure conformity to specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Is there a documented program to maintain serviceability and calibration of those tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Are historical records containing repair and calibration available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Are all the tools in use that require calibration listed on the tool calibration list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. If personally owned measuring tools are allowed in your company, are they controlled and listed on the calibration tool list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Are the precision tools stored in a manner that will prevent damage and/or adverse effects in the calibration of the tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Do you have a documented procedure (including work instructions) for the calibration of test and measuring equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Do you have a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Do you have/use standards traceable to NIST or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities, Production, Material, and Shipment	Yes	No	N/A
46. Do you have an organization tool and/or process for Product Data Management (PDM)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Do you have an organization tool and/or process for Product Lifecycle Management (PLM)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Do you have an organization tool and/or process for Material Requirement Planning (MRP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Do you have an organization adequate to perform the work intended including tooling and test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Do ventilation, lighting, temperature, and humidity control meet specification requirements flowed down in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Are good housekeeping practices being maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Are flammable, toxic, or volatile materials properly identified and stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Are there standard works, work instructions, or other documented procedures controlling all aspects of production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Are storage areas periodically checked for overall effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Is the configuration management process documented and controlled with appropriate revision schemes and change dispositions to manage change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Are parts and materials properly identified and stored to protect from damage and deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Are sensitive parts and equipment properly packaged, identified, and stored to protect from damage and contamination (e.g., ESD)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Is there a process for reviewing product and associated traceability (e.g., raw material certs, CofC, dimensional data) prior to shipment to verify all requirements are met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Do you verify that identification data (P/N, S/N, nomenclature) on the parts tag and the data plate match?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Is batch separation utilized for materials requiring batch control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Does marking on packaging clearly identify its contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Is a system in place to preclude part number ambiguity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonconformance and Scrap Control	Yes	No	N/A

63. Is Nonconforming Material segregated and placed under Material Review Board authority with a released procedure or process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are customer-returned or unserviceable parts held in quarantine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Is there a process for obtaining customer approval of Minor and Major Nonconformance and retention of this information? (NOT Required for COTS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Is the non-conforming part/material separated, or clearly marked so it cannot re-enter production, from useable stock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. Do you have a documented procedure to assure that scrapped parts are either returned to the customer and/or mutilated beyond repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Is there a documented procedure for mutilating scrapped parts to prevent their being returned to service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Are records maintained for all serialized scrapped parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Open response area for any questions that are marked No, N/A, or exceptions that you can provide additional details, internal procedures or controls, or additional information for evaluation by Sierra Nevada Corporation Supplier Quality Personnel.			
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