

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

The supplier is requested to fill-in all applicable data for each space and/or place a check in the applicable area. This program is applicable to our firm, for quality control purposes, as a prime contractor facility. Your immediate attention and cooperation in this endeavor is required.

1. Company Name: _____
Company St. Address: _____
City/State/Zip Code: _____
Company Phone No.: _____ Fax No.: _____

Remittance Address (if different):
Address: _____
City/State/Zip Code: _____

2. CATEGORY OF SERVICES:

2.1 List type of Services/Supplies to be furnished: _____

2.2 Type of Business:
Manufacturer:
Supplier:
Processor:
Other: _____

2.3 Size of Business:
Large:
Small:
Minority-Owned:
Woman-Owned:
Disadvantaged:

3. Management Organization at this Facility:

- 3.1 Name: _____ Title: President/Owner
3.2 Name: _____ Title: V/P/Owner/Manager
3.3 Name: _____ Title: Quality Manager

ITARS CERTIFICATION: _____

Questionnaire Completed By: _____
Title: _____
Date: _____

R&R Quality Assurance
Department Approval: _____
Date: _____

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

- | | YES | NO | N/A |
|---|-----|-----|-----|
| 4. Quality Control System & Procedures | | | |
| 4.1 Do you have a written Quality Control Procedures Manual? | () | () | () |
| 4.2 Are written Quality Control Procedures available and maintained for use by all inspection personnel? | () | () | () |
| 4.3 The Quality Control System is derived from a Quality Control Specification as follows: | | | |
| MIL-Q-9858 | () | () | |
| MIL-I-45208 | () | () | |
| MIL-STD-45662 | () | () | |
| Other: _____ | () | () | |
| 4.4 The Quality Control Manual is revised continually to the latest FAA, Industry &/or Government Specifications and requirements? | () | () | () |
| 4.5 Does the Procedures Manual include an authorized statement describing the assigned responsibilities and delegated authority of the Quality Control Organizational Charts indicating the functional Relationship to management and other organization Functions? | () | () | () |
| 4.6 Is the Quality Control or Inspection Organization separate from production? If no, explain: _____

_____ | () | () | () |
| 4.7 To whom does the Quality Control Manager report?
Name: _____ Title: _____ | | | |
| 4.8 Does your organization maintain a Self-Audit Program for in-house audits?
If yes, Name: _____
Title: _____ | () | () | () |
| 4.9 Does your organization perform or have a program in place for performing Vendor/Supplier Audits? | () | () | () |
| 4.10 Are audit results complied and reported to facilities management?
If yes, Name: _____
Title: _____ | () | () | () |

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

4.11 How are vendors selected and qualified?
Explain: _____

4.12 Are work instructions prepared to implement the latest drawing, ADCN, Customer Specification or other changes? () () ()

4.13 If answer to 4.12 is yes, by what means?
Explain: _____

4.14 Technical Data is Controlled and disbursed from a central point and promptly act when superseded? () () ()

4.15 If 4.14 is yes, Explain: _____

4.16 Technical Data and latest revisions there to are available to and used as an acceptance criteria by inspection personnel? () () ()

- a. And include: Original Equipment Mfg. Drawings & Specifications? () () ()
- b. Customer Drawings & Specifications? () () ()

4.17 Units affected by the above changes, (4.16) are re-identified to reflect the latest incorporation of approved changes? () () ()

4.18 If 4.17 is yes, Explain: _____

5. Inspection Records:

Inspection Records are maintained which display the following:

- a. Identification of the item () () ()
- b. Date of Manufacture () () ()
- c. Date received () () ()
- d. Shipping Document () () ()

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

5. Inspection Records (cont.):

- | | | | | |
|-----|---|-----|-----|-----|
| 5.2 | The following Inspection Records are kept on file,
And for what length of time: | YES | NO | N/A |
| | a. Receiving Inspection | () | () | () |
| | b. Production/Job Cards | () | () | () |
| | c. Sampling | () | () | () |
| | d. Special Processes | () | () | () |
| | e. Final Acceptance | () | () | () |
| | f. Certification of Calibration Eqpt. | () | () | () |
| | g. Personnel Certification | () | () | () |
| | h. Corrective Action | () | () | () |
| | i. Customer Work Order | () | () | () |
| | j. Detailed Training Records | () | () | () |
| | | | | |
| 5.3 | Copies of the above Inspection Records are/or: | | | |
| | a. Available for examination and inspection by
Customer/Government Representative? | () | () | () |
| | b. Will be furnished upon request by Customer/
Government Representative? | () | () | () |

6. Measuring and Test Equipment:

The following elements apply to those devices, equipment,
Or instruments whose normal intended use is to measure,
Indicate, record, or otherwise provide reference of
Comparison of characteristics during inspection, calibration,
Adjustment, or repair activities.

- | | | | | |
|-----|--|------------|-----------|------------|
| 6.1 | Procedures are in affect which describe the method
and frequency of calibration of measuring and test
equipment to master gauges or standards. | YES
() | NO
() | N/A
() |
| 6.2 | Adequate measuring equipment is available to
Inspection for verifying conformance of applicable
Supplies and standards. | () | () | () |
| 6.3 | New and reworked equipment is calibrated before
use. | () | () | () |
| 6.4 | Measuring and test equipment is marked to designate
employee certification and indicate when next cali-
bration is due. | () | () | () |
| 6.5 | Master Gages and standards are periodically
certified to accuracy. | () | () | () |
| | a. What specification is the calibration program
controlled by: _____ | | | |
| | b. A Outside Laboratory is used for certification
of masters. | () | () | () |

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

- | | | | | |
|--|--|-----|-----|-----|
| 6. Measuring and Test Equipment (cont.) | | YES | NO | N/A |
| 6.6 | Master gauges and standards are traceable to the National Institute for Standards & Testing (NIST). | () | () | () |
| 6.7 | Equipment is stored as to prevent damage or loss of calibration when not in use. | () | () | () |
| 6.8 | Employee's personal equipment is controlled to the same degree as company owned. | () | () | () |
| 6.9 | Are the services of an outside source used for the above certifications? | () | () | () |
| | a. Are these services available for review? | () | () | () |
| 7. Special Tool & Fixtures Control: | | | | |
| The following elements refer to tools and fixtures as A media of inspection whether issued for that purpose or are the same tools used for production. | | | | |
| | | YES | NO | N/A |
| 7.1 | Checked for accuracy prior to production. | () | () | () |
| 7.2 | A scheduled re-inspection of tools to applicable drawings and specifications are performed. | () | () | () |
| 7.3 | Marked to show when the next inspection is due for re-inspection prior to next use. | () | () | () |
| 7.4 | When not in productive use, are stored so as to prevent damage or loss of accuracy. | () | () | () |
| 8. Inspection: | | | | |
| | | YES | NO | |
| 8.1 | Check list for incoming material and consumer parts are provided to Receiving Inspection showing degree and extent of inspection to be performed. | () | () | |
| 8.2 | Shop travelers, operation check and/or inspection instructions are furnished to indicate inspection operation during and after fabrication, test and/or special processes. | () | () | |
| 8.3 | Final Inspection is conducted on all characteristics not previously inspected and accepted. | () | () | |
| 8.4 | Material subject to deterioration is periodically re-inspected. | () | () | |
| 8.5 | Personnel and equipment for special processes are approved and/or certified. | () | () | |
| 8.6 | Training and re-training of inspection personnel is performed. | () | () | |

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

9. Procurement Control:	II	YES	NO
9.1 Procurement sources are evaluated and controlled to assure that all procured articles will meet all imposed requirements.	II II II II	()	()
9.2 Purchases are controlled to ensure incorporation of pertinent requirements and changes.	II II II	()	()
9.3 A list of approved sources is maintained and periodically reviewed for conformance to product	II II II	()	()
9.4 Vendor provides source inspection of suppliers as applicable.	II II II	()	()
9.5 Quality Control/Assurance personnel review purchase orders to assure the incorporation of applicable quality requirements.	II II II II	()	()
9.6 Certified test reports and/or certificates of conformance of test performed on purchased material are required.	II II II II	()	()
9.7 Procured articles are physically separated into the following categories during receiving operations: awaiting inspection, conforming, withheld, or rejected.	II II II II	()	()
9.8 Incoming purchases are withheld from use until inspected.	II II II	()	()
9.9 Raw Materials are presented/inspected to determine conformance to specifications.	II II II II	()	()
9.10 Materials which have life, age, or other limitations are controlled in accordance with the manufacturers' specifications and material is identifiable to the limitation and remaining usefulness prior to use.	II II II II II	()	()
9.11 Vendor/Supplier maintains surveillance of all stored productive articles to assure the maintenance of proper package and storage conditions.	II II II II	()	()
9.12 Vendor/Supplier provides controls for customer-furnished articles.	II	()	()

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

10. Material Control:

	II	YES	NO
10.1 Purchase material is identified by stamp or tag to show the inspection status prior to release to production or stock.	II	()	()
	II		
	II		
10.2 Materials are identified to assure storage and disbursement to applicable requirements.	II	()	()
	II		
	II		
10.3 Materials not disbursed for usage are segregated in controlled areas.	II	()	()
	II		
	II		
10.4 Bonded and Quarantine Areas are audited periodically.	II	()	()
	II		
10.5 Parts and/or assemblies are individually identified with the Part Number.	II	()	()
	II		
	II		

11. Non-Conforming Supplies:

	II	YES	NO
11.1 Procedures are in affect to detect major and minor variations in supplies from the customer and/or supplier or vendor specification, drawings, and written instructions.	II	()	()
	II		
	II		
	II		
11.2 Supplies not in compliance with 10.1 are identified and diverted from normal channels of issue and where practical placed in a controlled review area.	II	()	()
	II		
	II		
11.3 Bonded Storage area is controlled and monitored by the Quality Department with procedure in effect to determine location and person removing items from the area and logged in and out.	II	()	()
	II		
	II		
	II		
11.4 Supplies that are reworked/repared to an approved variation are inspected to determine compliance with the disposition and specification.	II	()	()
	II		
	II		
	II		
11.5 Supplies that are designated "scrap" are identified or positively controlled to prevent reissue or use. How is this controlled: _____ _____ _____	II	()	()
	II		
	II		
	II		
11.6 Procedures are in affect to provide the reporting of defective parts, material and products to customer and applicable Government agency.	II	()	()
	II		
	II		
	II		
11.7 Customer supplied parts or hardware are returned to the originator unless otherwise instructed by the customer.	II	()	()
	II		
	II		

**R&R AEROSPACE
SUPPLIER QUALITY EVALUATION SURVEY**

- | | | | |
|--|----------------------|------------|-----------|
| 12. Inspection Status: | ll | YES | NO |
| 12.1 Parts that are final inspected show evidence of inspection and is identifiable to the Vendor/Supplier. | ll
ll
ll | () | () |
| 13. Production Area: | ll | YES | NO |
| 13.1 Work is protected from weather, damage, or deterioration where needed. | ll
ll
ll | () | () |
| 13.2 Shop environment is controlled so as to not affect product quality. | ll
ll
ll | () | () |
| 13.3 The sequence of manufacturing operations is controlled by routing tickets, shop travelers. | ll
ll
ll | () | () |
| 13.4 Are detailed training records maintained for all production personnel. | ll
ll
ll | () | () |
| 14. Packing/Shipping: | ll | YES | NO |
| 14.1 Procedures are written relating to the control of preservation, packaging, and shipping processes to assure conformance to customer requirements. | ll
ll
ll
ll | () | () |
| 14.2 Facility has packaging available which meets customer and military specifications. | ll
ll
ll | () | () |
| 14.3 Vendor's shipping document lists, or references the following: | ll
ll
ll | () | () |
| a. Vendor's name, date of shipment, customer purchase/order number and nomenclature, serial number. | ll
ll
ll | () | () |
| 15. Housekeeping/Safety: | | | |
| 15.1 Are Material Safety Data Sheets maintained on all applicable chemicals, and made available to all employees? | ll
ll
ll | YES
() | NO
() |